



St Ignatius College
Supplementary Information Form
for admission in 2021 - 2022

Boy's Details

Boy's Surname

Boy's First Name(s)

Boy's Home Address

Postcode

Date of Birth

Name and Address of current Primary School

Parent/Carer details

Title	Initial	Surname

eg. Mr and Mrs, Miss, Ms

A

Brown

In case we need to contact you about this application please give contact details:

First contact name:
Daytime Phone no:
Mobile no:
Email address (please print clearly):
Alternative contact name:
Daytime Phone no:
Mobile no:

Details of Religion

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination e.g. Methodist)	Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (copy baptism certificate required)			
Name and position of priest or religious leader supplying Certificate of Practice (if appropriate):			

Will your son have a brother (or sister in the sixth form) at St Ignatius College at the time of admission?

Yes/No *(delete as necessary)*

(ie. The brother will be in Yr7 – Yr13 at St Ignatius College in September 2021)

Name and year/class of brother(s):

Does your son have a brother who was previously at St Ignatius College?

Yes/No *(delete as necessary)*

Name and year of leaving:

Is your child 'looked after' by the Local Authority, adopted having previously been 'looked after' or subject to child arrangements or special guardianship orders?

Yes/No *(delete as necessary)*

Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? (Professional evidence will be required.)

Yes/No *(delete as necessary)*

I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

Checklist

Please make sure you include the following with your application:

1. A **photocopy** of your son's Baptismal Certificate *(for Catholic applicants)*
2. A Certificate of Catholic Practice *(where applicable)*. Parents can obtain a Certificate of Catholic Practice from the Parish Priest or from the Diocese of Westminster website at <https://education.rcdow.org.uk/governanceadmissions/admissions-documents/>
3. If you are applying under exceptional need you must enclose a letter of explanation and at least one letter of support from a professional person competent on those circumstances *(see the Admissions Policy for more details)*.

Please return to
**The Admissions Officer, St Ignatius College, Turkey Street, Enfield, EN1 4NP (By 30th
October 2020 for Y7 applications)**

The College is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the College's Privacy Notice, please look on the college website under Privacy Notice or contact the college for a hard copy.

For office use only

Date received:	Acknowledged:	Admission Year:
Category:	Distance:	Decision:

ADMISSIONS PRIVACY NOTICE FOR ST IGNATIUS COLLEGE

St Ignatius College is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.

We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, the Local Authority is the admissions authority for this school. The information you provide to us on your Supplementary Information Form (SIF), any supporting papers or appeal documentation you provide will be used to:

- Process your application
- Consider Admission Appeals

We may also use this data for the following purposes:

- Forward planning as part of school budget, forecasting and reorganisation proposals
- To assist in the development of policy proposals
- For the prevention and/or detection of crime or fraud
- For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified

In order to administer admissions to this school the following information may be collected by us:

- Name and date of birth
- Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes
- Supplementary information i.e. information on religious affiliation and status
- Parent name and contact details
- Details of baptism and/or Catholic practice
- Information on parish of residence.

Agencies we will share the information with:

- The Department for Education, to comply with statutory data collections
- The LA, to verify the information provided so that the admission scheme\process can be accurately administered
- Admission Appeal panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

School Retention Policy:

The information listed above will be retained securely by the school for 8 years, after which it will be destroyed.

For further information please refer to the Privacy Policy on the School website or contact: Jackie O'Brien School Business Manager on 01992 717835. The data protection officer for Enfield is:- Steve Durbin by emailing: Schools.Data.Protection.Officer@enfield.gov.uk