

**Diocese of Westminster  
Catholic Primary Schools  
Nursery Application Form 2024/2025  
Supplementary Information Form (SIF)  
(Children born between 1/9/2020 - 31/8/2021)**



**St. Margaret Clitherow RC Primary School  
Monkwood Lane, Stevenage, Hertfordshire, SG2 8QJ**

**Child's Details**

Child's Surname:	
Child's First name:	
Home Address:	<b>Postcode:</b>
Date of Birth:	

**Parent/Carer Details**

**Parent / Carer 1 details**

**Parent / Carer 2 details**

Title:		
Full Name:		
Relationship to child:		
Address (if different from above):		
Telephone number:		
Email address:		

**Details of Religion**

Religion of child: (Please tick)	<input type="checkbox"/> Catholic	<input type="checkbox"/> Other Christian (name of denomination )	<input type="checkbox"/> Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			
Name and position of priest providing Certificate of Catholic Practice or religious leader supplying letter confirming membership of the faith community (where appropriate) :			

## **Additional Information**

If you have a sibling at this school, enter their name and date of birth:	
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## **Sessions Required - Monday to Friday term time only** **(Please indicate with a Yes or No)**

5 morning sessions (15 hours)	
5 morning sessions (15 hours) with a supervised lunchtime period (£4.50) ending at 12:30pm. Parents to provide a packed lunch.	
5 full day sessions (30 hours) which includes a supervised lunchtime period (£4.50). Parents to provide a packed lunch.	
I am not eligible for 30 hours free childcare but will pay for the additional 15 hours	
<b>If applying for the full 30 hours (and are in receipt of the code) please provide the HMRC code:</b>	

We will treat all applications with the same priority whether applying for part time or full-time places.

## **DECLARATION**

The information I have given on this form is complete and accurate. I understand that my personal information will be held securely and will be used only for school purposes in line with our privacy policy.

I confirm that I have read and understood the Nursery Admissions Policy. I agree to St. Margaret Clitherow RC Primary School using this information to consider my application for a nursery place. I understand that if any part of this completed application form is found false the offer of a place will be withdrawn even if my child has already started.

I understand that the completion of an application form does not guarantee a place in the nursery class.

I understand that, if offered a place in the nursery class, I will have to apply separately for a place in reception.

**Signature of parent/guardian: ..... Date: .....**

**Thank you for completing this information. Please return to the school office by 24<sup>th</sup> November 2023. We will notify you of the outcome of your application in writing on**

**8<sup>th</sup> December 2023. Please accept or decline your place by 5<sup>th</sup> January 2024 using the acceptance form enclosed with your application outcome.**

Please note:

- Where applicable parents can obtain a Certificate of Catholic Practice from your Priest or from the Diocese of Westminster website.
- Applications from children of other Christian denominations and other faiths should attach a letter from their minister or religious leader, confirming membership of that faith community.

*The school 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 school's Privacy Notice please see below:*

**Checklist**

Have you enclosed:

Copy of Birth Certificate

Copy Baptism Certificate (where necessary)

Certificate of Catholic Practice (where necessary)

## **ADMISSIONS PRIVACY NOTICE FOR ST. MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL**

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St. Margaret Clitherow School 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 School 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 the school office.**