

# In-Year Application Supplementary Information Form

## for



# All Hallows Catholic School

### Document Control

Date	Version	Changes	Senior Leadership Team Approval	Governing Body Approval
25 <sup>th</sup> May 21	V1.0	Updated new SIF format	M Baines	L Reynolds
17 <sup>th</sup> Jun 21	V1.0	Updated with Diocesan updates, approved & published	M Baines	L Reynolds

### Review Schedule:

Document Reference      [Doc.009](#)  
 Review Cadence:            [Annual](#)  
 Next review date:          [May 2022](#)

### Important note to Parent/Carer:

- If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you **must** complete the Supplementary Information Form (SIF). Therefore, sections 1, 2 & 3 are required to be completed. Please note that if you are applying under criteria 1, 5 and 9, you **do not** have to complete the Supplementary Information Form,
- If your child ever attended one of the feeder schools listed, the name of school is required under Section 3, in order to confirm they were enrolled at that school.
- If you do not complete the SIF and return it to the school with all supporting documents, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.
- Remember to sign and date before returning.
- The completed SIF together with all supporting documents, should be returned to the school as soon as possible.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.
- **You must also complete the local authority School Managed Application Form (SMA). The SIF is not valid without the SMA.**

*All Hallows is a Catholic Voluntary Aided School in the Trusteeship of the Diocese of Portsmouth. All Supplementary Information forms must be accompanied by an original Baptismal Certificate. The signature of the Minister of Religion is required for Non-Catholic applicants; this must also be supported by means of a letter on headed notepaper from the Minister.*

### Our School Vision

Our vision at All Hallows is to form happy, successful students who reach their full potential and leave the school with integrity and moral purpose. We want a whole school experience that everyone would wish for their own children. We put our students at the heart of everything we do, guided by the truth and love of Christ.

**SECTION 1 – Student Details**

Surname:	Male / Female* <i>Delete as Appropriate *</i>	Date of Birth:
Forename:	Other Names:	
Address:	<p>.....</p> <p>.....</p> <p>..... Postcode: .....</p> <p>Home Tel. No: ..... Mobile No: .....</p> <p>E-Mail: .....</p>	
Name of Current School Attended:		

**SECTION 2 – Application Criteria**

In order to ensure that we offer places fairly and in accordance with our Admissions Policy (*please refer to Notes: Extra Information in the Admissions Policy*) would you please tick the Criteria below which most accurately applies to your child.

<b>Criteria 1</b>	Looked After and Previously Looked After Children. ( <i>see note 4 in Admissions Policy</i> )	
<b>Criteria 2</b>	Baptised Catholic Siblings ( <i>see notes 3 &amp; 5 in Admissions Policy</i> ) of children already in attendance at All Hallows Catholic School at the time of entry, whose application is accompanied by an original Baptismal Certificate. Or siblings who have been received into the Catholic Church and whose application is accompanied by an original letter or Certificate of Reception.  Name of Sibling: ..... Tutor Group: .....	
<b>Criteria 3</b>	Baptised Catholic Children currently attending one of the following feeder schools: St. Joseph's Aldershot/ St. Polycarp's/ St. Bernadette's/ St. Augustine's/St. Patrick's ( <i>see note 12 in Admissions Policy</i> ) and whose application is accompanied by an original Baptismal Certificate. Or children who have been received into the Catholic Church and whose application is accompanied by an original letter or Certificate of Reception.  Name of Feeder School currently attended: .....	
<b>Criteria 4</b>	Baptised Catholic ( <i>see note 3 in Admissions Policy</i> ) children whose application is accompanied by an original Baptismal Certificate. Or children who have been received into the Catholic Church and whose application is accompanied by an original letter or Certificate of Reception.	
<b>Criteria 5</b>	Other Children with a sibling ( <i>see note 5 in Admissions Policy</i> ) already in attendance at All Hallows Catholic School at the time of entry.  Name of Sibling: ..... Tutor Group: .....	
<b>Criteria 6</b>	Children whose parent is a member of staff, employed by the Governing Body at the school and have been in post for at least <u>2</u> years prior to the application to the school.	

Criteria 7	Other Children previously attending one of the feeder schools. St. Joseph's Aldershot/ St. Polycarp's/ St. Bernadette's/ St. Augustine's/ St. Patrick's  Name of Feeder School attended: .....	
Criteria 8	Children of other Christian Denominations or faith communities: <i>(see note 6 in Admissions Policy)</i> Applications must be accompanied by a signature from their minister of religion and a signed letter, on official headed notepaper, from a designated place of worship, that confirms membership of their faith.	
Criteria 9	All other children.	
<p><b>Important note to Parent/Carer:</b></p> <ul style="list-style-type: none"> <li>For an In-Year Admission, the completed SIF together with all supporting documents, should be returned to the school as soon as possible <i>(see note 10 in Admissions Policy)</i>.</li> <li>If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you <b>must</b> complete the Supplementary Information Form (SIF). Therefore, sections 1,2 &amp; 3 are required to be completed. Please note that if you are applying under criteria 1, 5 and 9, you <b>do not</b> have to complete the Supplementary Information Form (Section 3),</li> <li>If you do not complete the SIF and return it to the school with all supporting documents, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.</li> <li><b>Remember to sign and date before returning.</b></li> <li>If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.</li> <li>You must also complete the local authority School Managed Application Form (SMA).The SIF is not valid without the SMA.</li> </ul>		
<b>SECTION 3 – Supplementary Information Form</b>		
Designated Place of Worship: ..... Religion: .....		
Has your child been baptized as a member of the Catholic Church? An original Baptismal Certificate must be submitted with this form to the school.	Yes / No <b>(Criteria 2, 3 &amp; 4)</b>	
Has your child been received into the Catholic Church? Or an original letter / certificate of Reception must be submitted with this form to the school.	Yes / No <b>(Criteria 2, 3, &amp; 4)</b>	
To be completed by All Hallows Catholic School.	Date: <input type="text"/>	Initials: <input type="text"/>
Original Certificate seen, copied and attached.		
Children whose parent is a member of staff, employed at All Hallows Catholic School for at least <b>2</b> years prior to application.		
Name of member of staff ..... <b>(Criteria 6)</b>		
Has your child ever attended one of the following feeder schools: St Joseph's, Aldershot / St Polycarp's / St Bernadette's / St Augustine's / St Patrick's <b>(Criteria 3 &amp; 7)</b>  Name of School: .....		



Signed: .....  
Parent(s)/Guardian(s)/Carer(s)

Please Print Name: .....

Date: .....

All correspondence will be addressed to Mr & Mrs, unless indicated below:  
.....

Please return to:  
The Admissions Officer  
All Hallows Catholic School  
Weybourne Road  
Farnham  
Surrey GU9 9HF

**Important:**  
This is **not** an application form. Please ensure that you also complete the online or paper copy of the Admissions to Secondary Schools Form issued by your Local Education Authority.

**IMPORTANT CHECKLIST:**

- I have fully completed all required sections
- I have signed & dated the form

I have enclosed, where applicable, a copy of:

- Certificate of Baptism in a Catholic Church (for Catholic applicants) or Certificate of Reception into Full Communion with the Catholic Church (for Catholic applicants)
- Letter from Minister of Religion confirming membership of other Christian denomination (for members of other Christian denominations)
- Letter from faith leader confirming membership of other faith (for members of other faiths)

**Additional Note for Catholic Applicants:**

The school may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Catholic Church should contact their Parish Priest.

## GDPR Statement

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are: All Hallows Catholic School, Weybourne Road, Farnham, Surrey, GU9 9HF.
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Mrs C Antrobus and you can contact him with questions relating to our handling of the data, by emailing [c.antrobus@allhallows.net](mailto:c.antrobus@allhallows.net)
4. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
10. To read about individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the complaints procedure outlined in our Complaints Policy which can be found on our Website.

If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: [ico.org.uk](http://ico.org.uk)

