the **DIOCESE** *of*
EAST ANGLIA

St. Alban's Catholic Primary School

Admission to Reception in September 2027
Supplementary Information Form (SIF)

IMPORTANT: In accordance with the school's published Admissions Policy (available on the school website) you are strongly recommended to complete and return this form.

Please return this completed form and any associated documentation by **15 January 2027** to Office Manager, St. Alban's Catholic Primary School, Lensfield Rd, Cambridge CB2 1EN or office@stalban's.cambs.sch.uk .

If you wish to apply for a place for your child at St. Alban's Catholic Primary School (for entry into Reception Year in September 2027) please provide the following information. This is necessary to allow each applicant to be placed in the correct category in accordance with our published admissions policy. Failure to provide complete information will make it impossible for us to recognise the correct category for your child and will lead to their being placed in a lower category.

*It is **essential** that you also complete the Local Authority form (known as the common application form) and return it to the same Local Authority. Parents of children attending or due to attend State Schools should receive details of the Local Authority admissions process from their own Local Authority.*

I have completed my own Local Authority's school application form YES / NO

Name of Child . . . . . .

Date of Birth . . . . . .

Name of Parent/Carer . . . . . .

Home Address . . . . . .

. . . . . .

Telephone Number . . . . . .

(Please turn over)

1. If **Catholic** please state:

Date of Baptism . . . . . .

Place / Parish of Baptism . . . . . .

Please enclose a copy of your child's Catholic Baptismal Certificate. We cannot recognise children as being Catholic without this evidence.

2. If your child is **due to be Baptised** into the Catholic Church, is **of another Christian denomination** or is of **another faith**, please provide a copy of any Baptismal certificate, or a letter of proof from a religious leader, as appropriate.

RETURNING THIS FORM

Please return this form and any associated documentation to Office Manager, St. Alban's Catholic Primary School, Lensfield Road, CB2 1EN or office@stalbans.cambs.sch.uk . by **15th January 2026.**

St. Alban's Catholic Primary School *will send out an acknowledgement of receipt of this Supplementary Information Form to reassure parents their application has been received. Please allow two weeks for this acknowledgement to come through before contacting the School Office.*

In compliance with the UK General Data Protection Regulation (UK 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 **St. Alban's Catholic Primary School which is part of the Our Lady of Walsingham Multi Academy Trust.** *Our Lady of Walsingham MAT is the data controller.*
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 organisation is **Sarah Ingram** at **Schools Choice**. You can contact them with questions relating to our handling of the data. You can contact them by **emailing:**

   data.protection@schoolschoice.org
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school/academy.
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 UK 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 UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the

basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).

8. If the application is successful, the information you have provided on this form will be migrated to the school's/academy's enrolment system, and the data will be retained and processed on the basis of the school's/academy'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/academy may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's/academy's data retention policy.

10. To read about your individual rights you can refer to the school's/academy's fair processing notice and data protection policies.

11. If you wish 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 emailing **Our lady of Walsingham MAT** at **contactus@olow.org.uk** or writing to them at **Our Lady of Walsingham Catholic Trust, Sussex House, Fordham Road, Newmarket, Suffolk, CB8 7AA**. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.