



**St Peter's Catholic Voluntary Academy Trust School (Secondary Phase Applications)**  
**Supplementary Information Form (SIF) 2022/2023**  
**CONFIRMATION OF RELIGIOUS PRACTICE**

FAMILY NAME \_\_\_\_\_ CHILD'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTCODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ MOBILE \_\_\_\_\_

EMAIL \_\_\_\_\_ PARENT/CARER NAME \_\_\_\_\_

*Section below to be completed by Parent/Carer and Parish Priest/Leader*

CATEGORIES		Parent/ Carer to tick relevant box	Signature of Priest/Leader to confirm
2	Baptised Catholic children with regular attendance at Sunday (or Saturday evening) Mass (ie weekly).		
	Baptised Catholic children with occasional attendance at Sunday (or Saturday evening) Mass (ie at least monthly).		
	Baptised Catholic children with irregular attendance at Sunday (or Saturday evening) Mass (ie less than monthly or not at all).		
5	Children who are practising members of other Christian denominations.		
6	Children who are practising members of faith traditions other than the Christian faith.		

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**PARISH PRIEST/MINISTER/PASTOR/VICAR/RELIGIOUS LEADER TO COMPLETE:**

I verify that the applicant is a worshipping member of our religious community and that their practice is as indicated in the table above.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME OF SIGNATORY \_\_\_\_\_

CHRISTIAN DENOMINATION/FAITH \_\_\_\_\_

NAME OF PARISH/PLACE OF WORSHIP AND ADDRESS (AND OR STAMP)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

OFFICIAL PARISH STAMP

## RELIGIOUS DOCUMENTATION REQUIRED IN SUPPORT OF APPLICATION

**Parents/Carers will need to submit EACH of the following documents to support the application**

### **Category 2**

- Child's Baptismal Certificate or (where, when age appropriate, because of extraordinary circumstances the Baptismal Certificate is not available following a move from overseas) Child's First Holy Communion Certificate (or letter from an appropriate Catholic Parish Priest or Deacon stating the child has been received into the Catholic Church or is a current member of a formal Catholic sacramental church programme)

**and**

- A Supplementary Information Form (SIF) signed by the Catholic Parish Priest confirming Mass attendance.

### **Category 5**

- Child's Baptismal Certificate (or equivalent written evidence of church membership)

**and**

- A Supplementary Information Form (SIF) confirming child is a practising member of the Christian tradition signed by the Vicar, Minister or Church Leader.

### **Category 6**

- Written evidence of membership of the faith

**and**

- A Supplementary Information Form (SIF) confirming child is a practising member of the faith tradition signed by the Faith Leader.

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 St Peter's Catholic Voluntary Academy Trust.
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 Mr I Brown and you can contact them with questions relating to our handling of the data. You can contact them by emailing him on [data@st-peters.bournemouth.sch.uk](mailto:data@st-peters.bournemouth.sch.uk)
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 writing to the school at [data@st-peters.bournemouth.sch.uk](mailto:data@st-peters.bournemouth.sch.uk) marking your complaint "GDPR COMPLAINT". 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).