



St Edmund's Catholic Academy
To Love and Serve the Lord



**SUPPORTING INFORMATION FORM (SIF)
FOR YEAR 6 INTO YEAR 7 ADMISSIONS SEPTEMBER 2025**

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

RECEIVED BY ST EDMUND'S CATHOLIC ACADEMY	DATE STAMP:
--	-------------

ALL INFORMATION ON THIS FORM MUST BE TRUE AND ACCURATE. IF THE DIRECTORS MAKE A DECISION TO OFFER YOUR CHILD A PLACE BASED ON MIS-INFORMATION YOU HAVE PROVIDED, EVEN IF UNINTENTIONALLY, THE PLACE MAY BE WITHDRAWN UP TO 31 DECEMBER 2025.

CHILD'S LEGAL NAMES

PLEASE WRITE CLEARLY IN CAPITALS

FIRST NAME: _____ MIDDLE NAME(S): _____ SURNAME: _____

CHILD'S DATE OF BIRTH: _____ CHILD'S GENDER: BOY / GIRL **(Circle One)**

WHICH PRIMARY SCHOOL/ACADEMY DOES YOUR CHILD ATTEND NOW: _____

PARENT/CARER DETAILS:

THIS MUST BE THE ADDRESS WHERE THE CHILD NORMALLY LIVES AND WHERE CORRESPONDENCE SHOULD BE SENT

TITLE	Mr /Mrs / Miss / Ms / Dr (Circle One) Other: _____
FULL NAME	_____
FULL ADDRESS	_____
POSTCODE	_____
CONTACT NUMBER	_____
EMAIL ADDRESS	_____

(Circle One)

IS YOUR CHILD A BAPTISED CATHOLIC OR BEEN RECEIVED INTO THE CATHOLIC CHURCH?* YES / NO
IF YES, HAVE YOU ATTACHED A COPY BAPTISMAL CERTIFICATE / WRITTEN EVIDENCE?* YES / NO

IMPORTANT NOTE

*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Board of Directors to give the correct priority to an application. Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

DOES YOUR CHILD HAVE ANY BROTHERS / SISTERS WHO WILL BE AT ST. EDMUND'S IN SEPTEMBER 2025?
BROTHER/SISTER: _____ YEAR GROUP: _____ (IN SEPTEMBER 2025)
BROTHER/SISTER: _____ YEAR GROUP: _____ (IN SEPTEMBER 2025)

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for academy use and is, in conjunction with the Local Authority's Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria: **This Supplementary Information Form must be returned directly to the academy by 31st October 2024.**

Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Information Form and returning it directly to the academy, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.

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 for on this form.

1. We are St Edmund's Catholic Academy at Compton Park, Compton Road West, Wolverhampton WV3 9DU
2. Being a Catholic education provider, we work closely with the academy's Diocesan Authority, the academy's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our academy is Mrs B Raj, Chief Operating Officer and you can contact them with questions relating to our handling of the data. You can contact them by telephone on 01902 553550 or by email on braj@sfscmac.co.uk
4. We require the information we have requested for reasons relating to our functions as the admission authority of the 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 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 will be migrated to the academy's enrolment system, and the data will be retained and processed on the basis of the 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 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 your individual rights you can refer to the school'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 contacting the Data Protection Officer, Mrs B Raj on the details above. 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

I confirm that I have read the Admissions Policy of the school 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, the Board of Directors may withdraw any offer of a place even if the child has already started school.

Signed:.....

Date.....

Print Name

DEFINITION OF A "BAPTISED CATHOLIC"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. 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.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

IF YOU ARE APPLYING FOR A CATHOLIC CHILD, REMEMBER TO ATTACH A COPY OF YOUR CHILD'S BAPTISMAL CERTIFICATE OR WRITTEN EVIDENCE FROM YOUR PARISH PRIEST.

Admission Application Timeline

Online portal opens

Register for the online portal using your child's unique ID number. Secondary Education Information Packs available online - To avoid possible disappointment, make sure you understand and comply with all deadlines stated.

September
2023

Submit online preferences by 11.59pm on 31st October. It is important you put St Edmund's as one of your five preferences on the CAF1 or you will not even be eligible to go on our Waiting List after offers have been made.

CAF1 deadline

SIF deadline

Supporting Information Form (SIF) to be returned to the Academy by 31st October. Please ensure you have provided a copy of the child's baptismal certificate if your child is Catholic. SIFs received after the deadline will be stamped "late" and will only be considered after all punctual SIFs have been processed unless you have experienced a change in circumstances.

31st October
2023

31st October
2023

1st March the LA sends out all offer letters. Within 10 working days the Academy sends out its own offer email.

Unsuccessful applicants will not be added to the Academy's waiting list automatically. Parents/carers must contact the Academy to ask for their child to go on the waiting list.

Offer Day!

Appeals deadline

If your application is unsuccessful and you choose to appeal against the LA's allocation, you must notify the LA and contact the Academy to ask for an Appeals Form. The deadline for all written appeals is 31st March. Appeals will then be heard in May/June 2024.

1st March
2024

31st March
2024

