

**Diocese of Westminster
Catholic Primary Schools
Nursery Supplementary Information
Form 2024 – 2025**



**PLEASE RETURN THIS FORM TO THE
SCHOOL BY 8th March 2024 AT THE
LATEST**

<p>Name and Address of School: St Joseph's Catholic Primary School Great Hadham Road, Bishop's Stortford, Hertfordshire. CM23 2NL</p>
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Child's Details

<p>Child's surname:</p>	
<p>Child's first name:</p>	
<p>Date of Birth:</p>	
<p>Permanent Home Address:</p>	
<p>Postcode:</p>	
<p>Special Educational Needs</p> <p>Does your child have an Educational Health and Care Plan (EHCP) ?</p>	<p>Yes / No</p>
<p>Children in Public Care</p> <p>Is your child looked after, or was previously looked after and is now adopted, or with a child arrangements or special guardianship order?</p>	<p>Yes / No</p>
<p>Social or medical reasons</p> <p>Do you have a particular medical or social need to go to this school? (Please provide supporting evidence with this form)</p>	<p>Yes / No</p>
<p>Early Year Setting child attends or has attended:</p>	

Parent/Carer Details

Parent's name:
Address (if different from above):
Telephone number:
Email:

Details of Religion

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination)	Other faith	None
Catholic Parish you live in:				
Church where child was baptised and date of baptism: (baptism certificate required)				
Name and position of priest supplying Certificate of Catholic Practice (where appropriate)				

Provision Requested – (Please indicate one preference)

Core Offer:	Morning Nursery – Monday to Friday 08.40-11.40 Total 15 Hours	Yes / No
Core Offer:	Afternoon Nursery – Monday to Friday 12.30-15.30 Total 15 Hours	Yes / No

Extended Provision – All subject to availability

NB If the school is unable to provide an enhanced offer, we work in conjunction with St Joseph's Pre-School to fulfil the 30 hours childcare.

Please state if you wish to extend your core offer as follows:

Enhanced Offer:	Monday- Friday 08.40-14.40	Please Select
	Parent eligible for Government funded 30 hours free childcare	Yes / No
	Childcare Vouchers	Yes / No
	Privately funded at cost of £90.00 /week	Yes / No
Enhanced Offer Plus:	Monday to Friday 08.40-15.30	
	Cost of £30.00 /week in addition with 30 hours government funding	Yes / No
	Cost of £120.00 / week in addition with 15 hours government funding	Yes / No

Please note parents will be invoiced, in advance, for any paid sessions. The School requires one month's notice from parents for any changes to the sessions originally allocated.

I confirm that I have read and understood the Admissions Policy 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 that governors may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

Checklist – have you enclosed?

- Copy of birth certificate
- Proof of residence within the last three months eg utility bill
- Copy of baptism certificate (where necessary)
- Certificate of Catholic Practice (where necessary)
- Evidence of exceptional need (where necessary).

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 read the attached 'Admissions Privacy Notice.' Further information may be obtained by visiting the school website at www.stjosephs207.herts.sch.uk or by contacting Mr K McAuliffe, DPO, via email: dpo@stjosephs207.herts.sch.uk.

ADMISSIONS PRIVACY NOTICE FOR ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

St Joseph's Catholic Primary 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 Governing Body 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:

For successful applicants, this information will form the basis of your child's pupil file.

For unsuccessful applicants, the information listed above will be retained securely by the school for 1 year the admission date, after which it will be destroyed.