



ST MARY'S CATHOLIC PRIMARY SCHOOL  
SUPPLEMENTARY FORM 2025-2026

Ann's Hill Road  
Gosport  
Hampshire  
PO12 3NB  
☎ 023 92583979

Approved/Date .....
Signature .....
Category ..... Class .....

*This is a supplementary form to help the Governors place your child correctly within the criteria of the school's admission policy and to check that the school operates an 'equal preference' policy when we receive all applications by the deadline.*

Child's First Name .....	Surname .....
Child's Address.....	
Telephone Number: Home .....	Mobile .....
<i>Documents to be enclosed: (Office use only)</i>	
<i>Baptismal Certificate ..... (date) ..... (Initials)</i>	
<i>Letter confirming membership of a Christian/other faith Yes / No</i>	

<b>NOTES</b>
<p><b>1. Evidence of Catholic baptism/reception</b> If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A copy of a certificate of baptism or certificate of reception into full communion of the Catholic Church should be provided at the same time as this form is returned to the school. Electronic copies of certificates are accepted.</p>
<p><b>2. Heritage Catholics</b> If application is being made for a place at the school as "Heritage Catholic" (see note 2) a copy of the parent(s) baptismal certificate should be provided at the same time this form is returned to school. Electronic copies of certificates are accepted.</p>
<p><b>3. Other denominations/faiths</b> If application is being made for a place at the school as a member of another Christian denominations or another faith a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school. electronic letters from faith leaders are accepted</p>

- Copy of baptism certificate or certificate of reception into the Catholic church (where applicable) electronic copies of certificates are accepted

## **Application deadline: 15<sup>th</sup> January 2025**

Hampshire County Council will send you an email (or a letter by 1<sup>st</sup> class post - paper applications only) on **16<sup>th</sup> April 2025**, informing you of the outcome of your application.

You must complete the LA application form and if you are applying in categories 1-5 please also complete the St Mary's Supplementary Information Form.

I certify that the information I have given on this form is correct to the best of my knowledge.

Signature of Parent .....Print Name .....

Date .....

**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 Mary's Catholic Primary School, Ann's Hill Road, Gosport, Hampshire, PO12 3NB**

**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 the school business manager and you can contact them with questions relating to our handling of the data. You can contact them by via the school office or [adminoffice@st-marysrc-pri.hants.sch.uk](mailto:adminoffice@st-marysrc-pri.hants.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 following the guidance in our Complaints Policy. If you are unhappy with how your complaint has been handles, you can contact the Information Commissioners Office via their website at: [ico.org.uk](http://ico.org.uk).**