



ST PETER'S CATHOLIC PRIMARY SCHOOL WINCHESTER

**OLIVER'S BATTERY ROAD NORTH
WINCHESTER
HAMPSHIRE
SO22 4JB**



Catholic Diocese of Portsmouth

**SUPPLEMENTARY INFORMATION FORM
2025/2026**

If you are applying to Hampshire County Council for a place for your child at St Peter's Catholic Primary School and wish to apply under a faith criterion, you should complete this Supplementary Information Form as well as the Common Application Form.

Please read the relevant school Admission Policy, noting in particular the oversubscription criteria, and your Local Authority booklet before proceeding.

- The completed Form, and supporting documents outlined below, should be returned to: The Admissions Team, St. Peter's Catholic Primary School, Oliver's Battery Road North, Winchester SO22 4JB, by the closing date, 15th January 2025.
- If you are applying for a place outside the normal admission round, i.e. an in-year admission, please return this form and supporting documentation with your application form or within 7 days of receipt of this form.
- If you do not provide the information required in this form and return it to the school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy
- **Remember – you must also complete the Common Application Form.**

Name of child: _____

Address of child: _____

Parent/Carer Details

Parent/Carer Name: _____

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.

Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	Tick Box	Evidence required
1. Looked after and previously looked after children	<input type="checkbox"/>	Completed as part of the Common Application Form
2. Catholic children who are resident in the parish of St. Peter and the Winchester Martyrs (see note 1 & diocesan map on school website https://www.stpetershants.co.uk/admissions-1/)	<input type="checkbox"/>	A certificate of baptism or certificate of reception into the full communion of the Catholic Church (see note 1)
3. Other Catholic children (see note 1)	<input type="checkbox"/>	A certificate of baptism or certificate of reception into the full communion of the Catholic Church. Catholic Parish in which your child lives:
4. Non-Catholic children of a Catholic parent (see note 1)	<input type="checkbox"/>	Parent's certificate of baptism or certificate of reception into the full communion of the Catholic Church (see note 1).
5. Member of other Christian denomination (see note 2)	<input type="checkbox"/>	Letter / certificate confirming membership of a Christian denomination (see note 2).
6. Member of other faith (see note 2)	<input type="checkbox"/>	Letter / certificate confirming membership of another faith (see note 2).
7. All other children	<input type="checkbox"/>	

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 governing body may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

Checklist:

Have you enclosed?

- Copy of child's or parent's baptism or certificate of reception into the Catholic Church (where applicable).
- Letter or certificate confirming membership of a Christian denomination or other faith (where applicable).
- Have you completed and returned your local authority's Common Application Form?

Notes:

1. Evidence of Catholic Baptism

If application is being made for a place at the school for a Catholic child or Non-Catholic children of a Catholic parent, evidence of Catholic baptism or reception into the Church is required for the child or parent. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. 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. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their parish priest, who can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

2. Evidence for Other Christian Denominations and Other Faiths

If application is being made for a place at the school as a member of another Christian denomination or another faith, a certificate of baptism or equivalent 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 alternatively the letter may be signed electronically and emailed direct to the school from the minister/faith leader's or church's email account.

General Data Protection Regulation (GDPR)

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.

- We are St Peter's Catholic Primary School, Oliver's Battery Road North, Winchester, Hampshire, SO22 4JB
- 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.
- The person responsible for data protection within our organisation is Mrs S Wood, Finance Officer and you can contact them with questions relating to our handling of the data. You can contact them by emailing admin@st-peters.hants.sch.uk or telephoning 01962 852820.
- We require the information we have requested for reasons relating to our functions as the admission authority of the school.
- 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).

- 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.
- 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).
- 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.
- 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.
- To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
- 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 going onto our website www.stpeters.hants.co.uk under "Key Information, Policies, Complaints Procedure", or by writing to the Headteacher, St. Peter's Catholic Primary School, Oliver's Battery Road North, Winchester SO22 4JB. 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.