



OAKLANDS CATHOLIC COMPREHENSIVE SCHOOL,
STAKES HILL ROAD, WATERLOOVILLE, PO7 7BW.

SUPPLEMENTARY INFORMATION FORM – 2024-25

PLEASE NOTE:

- 1) PARENTS WHO WISH TO PROVIDE ADDITIONAL INFORMATION WHICH IS NOT ON THE CAF, CAN COMPLETE THIS FORM TO ALLOW THE GOVERNORS OF OAKLANDS CATHOLIC SCHOOL TO RANK APPLICATIONS IN ACCORDANCE WITH THE ADMISSION POLICY IN THE EVENT OF OVERSUBSCRIPTION.
- 2) **THIS IS NOT AN APPLICATION FORM.** FOR YOUR APPLICATION TO BE CONSIDERED YOU MUST COMPLETE A LOCAL AUTHORITY COMMON APPLICATION FORM (CAF), PREFERABLY ONLINE.
- 3) THIS FORM SHOULD BE RETURNED TO THE ADMISSIONS SECRETARY AT OAKLANDS.

About your child:

Surname:

First Name:

Date of Birth:

Address

.....

Post Code:

School Currently Attending:

Parent/Principal Carer:

Email:

Telephone Number:

Child's Religion (Please tick)

Baptised Catholic Other Christian Denominations Other Faiths

About your Church / Place of Worship:

Please indicate which Parish Church / Place of Worship you belong to:

.....

Name of Priest / Minister/ Religious Leader:

Address:

Tel. No:

Email:

Part A

Clergy/Religious Leader Information – all Christian denominations and other recognised Faiths

Please complete below

Is the denomination to which your Church is affiliated a member of Churches Together in England (check for an up to date list at www.cte.org.uk) or CYTUN or a member of any local Churches Together Group?

Yes / No

How long has the family been attending this Church/Place of Worship?

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Confirmation of Commitment to Practice (Please tick relevant box)	
Yes	No

Signature of Minister/Religious Leader

Name (Block Capitals please)

Date

NB: In the event that a Minister/Religious Leader has moved on in the previous year and is unable to be contacted, a member of the church council or member of the place of worship nominated by the Minister/Religious Leader may be considered.

**Box for Church / Place of Worship
Stamp**



Part B

Religious status of the child (please indicate by placing a tick in the appropriate box – note that a tick should be indicated in a single box only) and enclose the following photocopies as requested by the Oaklands Admissions Policy:

Criteria	Tick Box	Evidence Required
Catholic		A certificate of child's baptism or certificate of child's reception into full communion of the Catholic Church.
Heritage Catholic		Parental baptism certificate or certificate of reception into the Catholic Church.
Member of an Eastern Christian Church		A certificate of child's baptism or certificate of reception into the Eastern Christian Church
Member of other Christian denomination and other recognised faiths		Child's baptism certificate or dedication certificate or statement of membership and SIF section A signed by a Minister/Religious Leader if practice is to be considered by Governors.

Declaration: I confirm that the information on this form is correct. I understand that any place offered will be withdrawn if I give false information, even if my child has started a new school.

Signature of Parent/Guardian:

Date:

Have you completed your Local Authority's Common Application Form? (Preferably online)

For office use only		
Date:	Actions:	
	Complete/Incomplete:	
	Category:	
	M R:	
	Distance:	
	Decision:	

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 the enclosed form.

1. We are Edith Stein Catholic Academy Trust (Oaklands Catholic School and Sixth Form College).
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 M Bamford and you can contact them with questions relating to our handling of the data. You can contact them by ringing the School reception on 023 9225 9214 or by emailing Data.Protection@oaklandscatholicsschool.org.
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 procedure laid down in the School's Complaints Policy available on the School's website. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: www.ico.org.uk.