**St Anne’s CATHOLIC SECONDARY SCHOOL**

**[Carlton Road, Southampton, SO15 2WZ]**

**SUPPLEMENTARY INFORMATION FORM (SIF) 2024-2025**

If you are expressing a preference for a place for your child at St Anne’s Catholic School in Southampton **and wish to apply under any of the faith criteria or criterion 8**, you should complete this Supplementary Information Form.

* The completed Supplementary Information Form, together with all supporting documentation should be **returned to the Admissions Officer at St Anne’s Catholic School** by Monday 4th December 2023.
* 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. The deadline may be different for other schools and may be earlier.
* **If you do not provide the information required in this form and return it to the school with all supporting documentation, by Monday 4th December 2023, your child may not be placed in the appropriate category and this is likely to affect your child’s chance of being offered a place.**
* Remember – you **must** also complete the Common Application Form. The deadline for this is 31st October.

**Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Child’s date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Parent/Carer Details**

**Parent/Carer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Carer Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*We use the email address to send electronic confirmation of receipt of SIF.***

Please read the relevant Admission Policy, noting in particular any faith criteria, and your Local Authority composite prospectus, before completing this form.

**NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who are on roll at St Anne’s on the 31st October 2023. If this information is not provided the admission authority may not be able to place the application within the correct criteria.**

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| **Please indicate the category under which you wish to apply by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box. If more than one box applies, you should tick the highest category (1 is the highest and 12 is the lowest).** | | |  |
| Category number | Category description | SIF Needed? | Tick box |
| 1 | Looked After or Previously Looked After Catholic[[1]](#footnote-1) girls. | Yes |  |
| Category 1 evidence required: A certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church or evidence that a foster carer is Catholic **and** Looked After/Previously Looked After evidence, which will come from the Local Authority or you will need to provide it from the country where your daughter was previously looked after/in care. | | | |
| 2 | Catholic[[2]](#footnote-2) girls. | Yes |  |
| Category 2 evidence required: A certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church. | | | |
| 3 | Looked After or Previously Looked After girls.  *Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as result of being adopted. In this case you will need to provide evidence from the country where your daughter was previously looked after/in care.* | Yes |  |
| 4 | Up to 20 places for girls showing an aptitude for music.  *Contact the school by email* [*admissions@st-annes.uk.com*](mailto:admissions@st-annes.uk.com) *or phone by the Monday following our autumn open evening (for entry to year 7) with the information detailed in the Cat 4 Guidance sheet* | No |  |
| 5 | Girls who are members of another Christian Denomination. | Yes |  |
| Category 5 evidence required: An appropriate minister of the child’s Christian denomination must sign the Criteria 5 letter to confirm that the child is a member of a community which agrees with the statement which defines a member of another Christian Denomination.  This may be signed electronically and emailed to the school from the church’s email account  **or**  a certificate of baptism/christening certificate from a Christian denomination. | | | |
| 6 | Girls who have a sibling already on roll at St Anne’s on 31st October 2023. | No |  |
| 7 | Girls who attend a named Catholic primary school at the time of application. | No |  |
| 8 | Girls of staff at St Anne’s. | Yes |  |
| Criteria 8 evidence required:  Name of parent who is a member of staff at St Anne’s: | | | |
| 9 | Unbaptised girls with at least one parent who is Catholic (Heritage Catholic). | Yes |  |
| Criteria 9 evidence required: A certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church for the parent. | | | |
| 10 | Girls who attend a named primary school with a strong Christian foundation at time of application. | No |  |
| 11 | Girls of other Faith traditions. | Yes |  |
| Criteria 11 evidence required: A letter from a religious leader on headed paper, signed and dated confirming that the child is a member of the religious community. This may be signed electronically and emailed to the school from the email account of the religious community. | | | |
| 12 | Girls who do not fall into any of the above categories. | Yes |  |

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 Anne’s Catholic School, a single Academy Trust.
* 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 Anne Murphy and you can contact her with questions relating to our handling of the data. You can contact her by email at [info@st-annes.uk.com](mailto:info@st-annes.uk.com) or phone.
* 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 email to [info@st-annes.uk.com](mailto:info@st-annes.uk.com) marked for the attention of Mrs Anne Murphy or phone. 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 relevant 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 fraudulent the governing body may withdraw any offer of a place even if the child has already started school.**

Signed………………………………………………………….. Date………………………………

1. See appendix 1 of the relevant admissions policy [↑](#footnote-ref-1)
2. See appendix 1 of the relevant admissions policy [↑](#footnote-ref-2)