

St. Joseph's Catholic College

In year application form for admissions to St Joseph's Catholic College Year 7-11.

PLEASE NOTE: There is a different procedure for children with an Education, Health and Care Plan (EHCP). If your child has an EHCP, please do **not** complete this form but contact the Special Educational Needs Team of the Local Authority to apply for a place

Child's details		
First name	Middle name	Last name:
Date of Birth:	Year group applied for:	
If you wish to apply for a different year group to the natural cohort, please give details below, you may also include supporting evidence for this application.		
Home address of child		
First line of address	Second line of address	Town
County	Postcode	If you're moving to a new house, you must provide independent confirmation of the new address e.g. a solicitor's letter confirming exchange of contracts and a completion date or a copy of a rental agreement.
Is the child a Catholic? Yes/No (delete as appropriate)		If Yes, you must provide a copy of a certificate of baptism or of reception into the Church. See Supporting Evidence below.
Is the child a Catechumen? Yes/No (delete as appropriate)		If Yes, you must provide a copy of a certificate of reception. See Supporting Evidence below.
Does this child have a sibling who is attending the College?		If yes – please give the full name and date of birth of the sibling.



Has the child been permanently excluded from two or more schools in the last two years? Yes/ No <i>(delete as applicable)</i>	
Reason for applying to St Joseph's: 	

Parent/Carer/Applicant's details		
First Name	Last name	
Relationship to the child		
Address if different to the child's		
First line of address	Second line of address	Town
County	Postcode	
Daytime telephone number:		Email address:
Do you have parental responsibility for the child?		Yes / No <i>(delete as applicable)</i>
If No, please explain why you are applying, rather than a person with parental responsibility. 		

Supporting Evidence

Catholic – this means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidence by a certificate of baptism in a Catholic Church or a certificate of being received into the Church or First Holy Communion certificate or letter from a Priest or Deacon of the parish confirming their child is entered on the Parish Baptismal Register or a statement from a Priest or Deacon of the parish confirming that the person has been baptised or received into the Catholic church.. Details of which churches are in communion with Rome is available on the College website and via the Admissions Officer and may be updated from time to time. Whilst a copy of a certificate may be provided the Governors may request sight of the original. For the purposes of this policy, 'Catholic' includes a looked after child living with a family where at least one of the parents is confirmed as being Catholic. Parents applying for a Catholic child are requested to complete the Supplementary Information Form.

Catechumen – this means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

Admissions Policy

Applicants are advised to read the school's admissions policy, that includes the Oversubscription criteria that would be used if there are more applications than places available. The policy is available on the school website and from the school office.

Declaration

I confirm that the details in this application are accurate.

Signature.....**Date**.....

Please return this form, and any supporting evidence if applicable, to Admissions Officer, St Joseph's Catholic College, Ocotal Way, Swindon, SN3 3LR

Parent Privacy Notice - Key Information

This information is gathered in order for the application for a place at St Joseph's to be considered by the governing body. It will be retained according to the detail in the information and data retention policy. It may be shared with the local authority as we have a legal duty to do so. The full privacy notice for both children and adults (pupils and parents) can be found on the College website.

This notice contains the key information about **how** and **why** we collect your personal information and **what** we do with that information.

Personal information is information that identifies you and relates to you. For example, information about your family circumstances, your financial information and photographs of you.

We strongly recommend reading the full version of our parent privacy notice which is published on the College's website. You can also obtain a copy of the full privacy notice by contacting the College on info@stjosephscollege.net or by writing to us at Ocotol Way, Swindon SN3 3LR. The full version includes additional points, such as, the rights you have in your information, including what decisions you can make about your information, for how long the College retains your personal information and our legal bases for using your personal information.

The College's primary reason for using your personal information is to provide educational services to your child.

We set out below examples of the different ways in which we use your personal information and where that personal information comes from.

- We obtain information about you from admissions forms and from your child's previous school. We may also get information from professionals such as doctors and from local authorities.
- We will have information about any family circumstances which might affect your child's welfare or happiness.
- We may take photographs or videos of you at College events to use on social media and on the College website. This is to show prospective parents, carers and pupils what we do here and to advertise the College. We may continue to use these photographs and videos after your child has left the College.
- We will send you information to keep you up to date with what is happening at the College. For example, by sending you information about events and activities taking place (including fundraising events) and the newsletter.

In some situations we may need to share your information with third parties. For example:

- In accordance with our legal obligations, we will share information with local authorities, Ofsted and the Department for Education, for example, where we have any safeguarding concerns.
- On occasion, we may need to share information with the police, our legal advisors and our insurers.

The Data Protection Officer can answer any questions which you may have about how we use your personal information. The Data Protection Officer can be contacted by email at DPO@romeroservices.co.uk.

The Data Protection Officer monitors and advises on the College's data protection compliance.

