



ST LOUIS CATHOLIC ACADEMY
SUPPLEMENTARY INFORMATION FORM
2027-2028

Important: In accordance with the School's published Admissions Policy (available on the School's Website) you are strongly advised to complete and return this form.

If you wish to apply for a place for your child at St Louis, please provide the information requested. The information is required to allow each applicant to be placed in the correct category in accordance with our published Admissions Policy. Failure to provide complete information will make it impossible for us to recognise the correct ranking for your child and could lead to them being placed lower down on our admissions list.

Please note that admission to our Nursery does not secure a place at St Louis for Reception and you will need to re-apply.

If you are applying for a place in Reception for your child, it is **essential** that you apply via the Local Authority in which you live and you should receive details of the Local Authority admissions process from them.

Applications for all other years of entry should be made through the School by completing an ADM1 form.

Name of child:

Date of birth:

Address of child:

Parent/Carer Name

Parent/Carer Email:

Parent/Carer Address:

(if different from above)

Please read St Louis Catholic Academy’s Admissions Policy for 2026-2027, noting in particular any faith criteria, and your Local Authority booklet, 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 will be attending St Louis Catholic Academy at the proposed time of admission. If this information is not provided the admission authority of St Louis Catholic Academy may not be able to place the application within the correct criteria.

Religious 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 [insert details in accordance with the Notes below]
1. Baptised Catholic looked after or previously looked after <small>(see note1)</small>	<input type="checkbox"/>	
2. Baptised Catholic <small>(see note 1)</small>	<input type="checkbox"/>	
3. Catechumen <small>(see note 2)</small>	<input type="checkbox"/>	
4. Member of an Eastern Christian Church <small>(see note 3)</small>	<input type="checkbox"/>	
5. Member of other Christian denomination <small>(see note 4)</small>	<input type="checkbox"/>	
6. Member of other faith <small>(see note 4)</small>	<input type="checkbox"/>	

Notes

1. Evidence of Catholic Baptism

If an 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 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.)

2. Evidence for Catechumens

If application is being made for a place at the school for a catechumen, evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

3. Evidence of Membership of an Eastern Christian Church

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

4. 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 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.

Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Letter confirming membership of a Christian denomination or other faith (where applicable).

Have you completed and returned your local authority's Common Application Form?

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.....

In compliance with the UK General Data Protection Regulation (UK 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

Our Lady of Walsingham Catholic Multi Academy Trust (OLOW). St Louis Catholic Academy is part of the Multi Academy Trust and OLOW is the Data Controller.

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 **Sarah Ingram** and you can contact them with questions relating to our handling of the data. You can contact them at: **Data Protection Officer, Schools Choice, Beacon House, Whitehouse Road, Ipswich, Suffolk, IP1 5PB, tel: 01473 260700, website: www.schoolschoice.org, email: data.protection@schoolschoice.org.**

4. We require the information we have requested for reasons relating to our functions as the admission authority of the school/academy.

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 UK 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 UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the academy's enrolment system, and the data will be retained and processed on the basis of the academy'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 academy may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's/academy's data retention policy.
10. To read about your individual rights you can refer to the school's/academy's fair processing notice and data protection policies.
11. 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 following the process set out in the OLOW Complaints Policy. 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.