



**PETERBOROUGH DIOCESE EDUCATION TRUST
SUPPLEMENTARY INFORMATION FORM - PART A**

Sywell CE Primary School

To be completed by the parent/carer

Sywell CE Primary School is an academy within Peterborough Diocese Education Trust (the Trust). The Trust is the admission authority and has responsibility for setting the Admissions Policy but has delegated the responsibility of admission arrangements to the school's Academy Governance Committee (AGC).

When there are more applications for a place at the school than there are places available, the Academy Governance Committee (AGC) will prioritise applications according to its admission criteria, some of which relate to religious allegiance. **If you wish your child to be considered under the religious criteria [on], please complete this form and return it to the school** as soon as possible (or by the closing date of 15th January if you are applying for your child to start at the school in Reception next year).

For your information, our guidance on the term "worshipping member" is as follows: At least one of the parents or guardians of the child is regarded by the priest / minister / worship leader as part of the worshipping community at the church / worship centre. This would not necessarily mean that the parent is a "Member" in a technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than "occasional" and has been sustained for more than a short, very recent period of time.

If you do not wish your child to be considered under the religious criteria, this form is not necessary. **All** applicants, whether or not they complete this Supplementary Information Form, **MUST** complete the Local Authority Common Application Form, which should be returned to the Local Authority.

Please note that the information you provide on this form will be forwarded to the priest/minister/worship leader you name below. The designated priest/ minister/worship leader will be asked to confirm the information you have submitted.

Child's full name: Date of birth:/...../.....

Year Group Applied for: Proposed start date:/...../.....

Name of parent/carer:

Address:
.....

Post code Telephone

Name of priest / minister / worship leader:

Name of church / worship centre:.....

Contact Address:
.....
.....

Post code Telephone (if known)

Please tick the box to indicate that you believe you meet this criteria[on]

Children of worshipping members (see definition above) of the Church of St Peter and St Paul, Sywell with Overstone, which is located in the ecclesiastical parish of Sywell and Overstone.

OR

Children of worshipping members (see definition above) of any Church that is a member of Churches Together in England (this includes the Church of England), or the Fellowship of Independent Evangelical Churches, or any other church or ecclesial community of other Christian denominations in membership of any local Churches Together Group, by whatever title.

Signed:.....

Date/...../.....

Please return this form to the school as soon as possible.

Privacy Notice for Prospective Pupils and Prospective Parents / Carers

Our School / Academy is part of the Academy Trust called Peterborough Diocese Education Trust (the Trust) and the Trust is the organisation which is in charge of children's personal information. This means the Trust is called the Data Controller.

We will process the information you have supplied in this form. We collect and hold information about you and your child and will also receive information about you and your child from your priest / minister / worship leader.

We use this information to administer the oversubscription criteria in our Admissions Policy. The information is necessary for us to meet legal requirements imposed upon us by the School Admissions Code. We will also give this information about you and your child to the priest / minister / worship leader in order to obtain the information we need from them to administer the oversubscription criteria in our Admissions Policy. Our disclosure of your child's and your information is lawful as disclosing the information is necessary for us to meet legal requirements imposed upon us by the School Admissions Code.

We keep this information about you and your child for the current academic year plus one year in line with our Records Retention Policy. You have certain rights in relation to the processing of your child's and your personal data. You will find more information on this within our Combined Data Protection and Freedom of Information policy which is available on our Academy website.