

Reception 2023-2024

Mount Carmel Catholic Primary School, Little Ealing Lane, London, W5 4EA

If you are expressing a preference for a place for your child at Mount Carmel Primary School in Ealing **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- 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 completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be returned to Mount Carmel School Office by 4pm on 15 January 2023.
- If you do not provide the information required in this form and return it to the school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith 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.

Child's Details

Child's surname			
Child's first name			
Home Address	Date of Birth		
		Postcode	
Main Email Address			

Parent/Carer Details

	First Parent(s)/Carer(s)	Alternative contact details
Name		
Address		

Names of brothers or sisters at this school who will still be attending at date of admission

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When completing the Common Application Form www.eadmissions.org.uk it is important that you provide details of any siblings (brothers or sisters) who will be attending Mount Carmel Primary School at the proposed time of admission. If this is not provided the admission authority 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

√

1. Baptised Catholic with a Certificate of Catholic Practice
2. (Other) Baptised Catholic
3. Catechumen

Criteria

√

4. Member of an Eastern Christian Church
5. Member of other Christian denomination
6. Member of other faith

Catholic Parish in which your child lives

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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 of this form.

1. We are Mount Carmel Primary School, Little Ealing Lane, Ealing, London, W5 4EA.
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 Mrs Clare Walsh and you can contact them with questions relating to our handling of the data. You can contact them by email; info@mountcarmel.ealing.sch.uk
4. We require the information we have requested for reasons relating to our functions as the admissions 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 your individual rights you can refer to the School'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 emailing; info@mountcarmel.ealing.sch.uk . 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 and understood the Admissions Policy 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

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Name of Parent / Guardian

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Date

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Notes

1. Evidence of Catholic Baptism

If 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 certification 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 Admissions 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 of Catholic Practice

If application is being made for a place at the school for a Catholic child with a Certificate of Catholic Practice, this must be signed by a Catholic priest in the form laid down by the Bishops' Conference of England and Wales. The certificate should be obtained from the family's parish priest, or the priest in charge of the Church where the family practises, and should be provided at the same time as this form is returned to the school.

3. Evidence for Catechumens

If an 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.

4. 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.

5. 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.

Mount Carmel Primary School is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on our Privacy Notice please visit our website (www.mountcarmel.ealing.sch.uk) or contact us for a hard copy.

CERTIFICATE OF CATHOLIC PRACTICE
(PROVIDED BY DIOCESE/CES)