**DIOCESE OF SHREWSBURY**

**ST LUKE’S CATHOLIC PRIMARY SCHOOL**

**SUPPLEMENTARY INFORMATION FORM**

**2023/2024**

If you are expressing a preference for a place for your child at St. Luke’s Catholic Primary School in Cheshire West and Chester Authority **and wish to apply under a faith criterion**, you should complete this **Supplementary Information Form.**

* The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to Mrs J Haslam at St. Luke’s Catholic Primary School** [**admin@stlukes.cheshire.sch.uk**](mailto:admin@stlukes.cheshire.sch.uk)by the closing date 15th January 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.
* **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.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: |  | | | Forename(s): | | |  |
| Date of Birth: |  | | | Gender: | | |  |
| Desired date of admission: |  | | | Year Group: | | |  |
| Address of Child: |  | | | | | | |
| Home Telephone: |  | | | | | Mobile: |  |
| Parent/Carer details: name/address |  | | | | | Relationship: |  |
| Previous school attended: | |  | | | | | |
| Is your child Roman Catholic? (please tick) | | **Yes** | | | **No** | | |
| If yes please provide baptismal details | Date of Baptism | | Parish Address of Baptism | | | | Your current Parish |

Please read the relevant school Admission Policy, 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 the Catholic school at the proposed time of admission. If this information is not provided the admission authority of the Catholic school may not be able to place the application within the correct criteria.**

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. To read about your individual rights you can refer to the School’s fair processing notice and data protection policies on the website.

**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…………………………………………

**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 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.

**Checklist:** Have you enclosed?

* Copy of baptism or certificate of reception into the Catholic Church?
* Have you completed and returned your local authority’s Common Application Form?