Diocese of Westminster

Catholic Primary Schools

Supplementary Information Form

2025 – 2026

Name and Address of School:
Holy Rood Catholic Primary School Greenbank Road Watford Hertfordshire WD17 4FS

Child's Details

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

Parent/Carer Details

Parent's name:	
Address (if different from above): Telephone number:	

Details of Religion

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination)	Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			
Name and position of priest supplying Certificate of Catholic Practice (where appropriate) :			

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 should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.

Signed…… Date…..……

Please note:

- Where applicable parents can obtain a Certificate of Catholic Practice Form from the parish in which they worship or from the Diocese of Westminster website.
- Applicants from other Christian denominations and other faiths may attach either a certificate of baptism or a letter confirming membership, from their minister or religious leader.
- A Sibling means the brother, sister, half-brother or half-sister, adopted brother or sister, child of the parent/Legal Guardian or partner or a child looked after or previously looked after and, in every case, living at the same address as the applicant.

The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. Please read the attached 'Admissions Privacy Notice.' Further information may be obtained by visiting the school website at www.holyrood.herts.sch.uk or by contacting Mrs Festenstein at the school.

ADMISSIONS PRIVACY NOTICE FOR Holy Rood Catholic Primary School

---

Holy Rood Catholic Primary School is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.

We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, the Hertfordshire County Council is the admissions authority for this school. The information you provide to us on your Supplementary Information Form (SIF), any supporting papers or appeal documentation you provide will be used to:

- Process your application
- Consider Admission Appeals

We may also use this data for the following purposes:

- Forward planning as part of school budget, forecasting and reorganisation proposals
- To assist in the development of policy proposals
- For the prevention and/or detection of crime or fraud
- For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified

In order to administer admissions to this school the following information may be collected by us:

- Name and date of birth
- Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes
- Supplementary information i.e. information on religious affiliation and status
- Parent name and contact details
- Details of baptism and/or Catholic practice
- Information on parish of residence.

Agencies we will share the information with:

- The Department for Education, to comply with statutory data collections
- The LA, to verify the information provided so that the admission scheme\process can be accurately administered
- Admission Appeal panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

School Retention Policy:

The information listed above will be retained securely by the school for 8 years, after which it will be destroyed.