



# Supplementary Information Form (SIF) for Admission to Saint Gregory's Bath

Headmistress: Ms A Cusack  
 Telephone: 01225 832873 E-mail: [stgregorys\\_sec@bathnes.gov.uk](mailto:stgregorys_sec@bathnes.gov.uk)  
 Website: [www.st-gregorys.org.uk](http://www.st-gregorys.org.uk)

Combe Hay Lane  
 Odd Down  
 BATH BA2 8PA

**THIS FORM SHOULD BE COMPLETED IN ADDITION TO THE LOCAL AUTHORITY COMMON TRANSFER FORM IF YOUR CHILD IS TO BE CONSIDERED UNDER FAITH GROUNDS AND/OR SPECIALISM FOR YEAR 7 SEPTEMBER 2020 ADMISSION. THIS FORM SHOULD BE RETURNED TO THE SCHOOL BY 31 OCTOBER 2019.**

For In-Year admissions the form should be returned to the school **as soon as possible**.

Please note that this form should NOT be used if your child has a Statement of Special Educational Needs or Education, Health and Care plan. His/her transfer to secondary school has to be dealt with as part of the annual review.

<b>Pupil Surname:</b> (BLOCK CAPITALS please)		<b>Pupil Forenames:</b>	
<b>CATEGORY 1 ONLY</b>	<b>Date of Baptism:</b> (please attach copy of Baptism certificate)	<b>Baptism – CHURCH:</b>	
		<b>Parish:</b>	
<b>Date:</b>			
<b>CATEGORY 5 ONLY</b>	<b>APTITUDE IN THE PERFORMING ARTS –</b> Please provide details and attach evidence of certificates/aptitude levels eg: Music, Drama, Dance		

*I confirm that this information is accurate to the best of my knowledge*

Signed (Parent/Carer) .....

Date.....

**NB: If you wish to receive acknowledgement of this form please enclose a stamped addressed envelope.**



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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 on this form.

1. We are St Gregory's Catholic College, Combe Hay Lane, Bath BA2 8PA
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Governors, 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 Karen Tyler, Data Manager and you can contact her with questions relating to our handling of the data. You can contact her by emailing [tylerk@st-gregorys.org.uk](mailto:tylerk@st-gregorys.org.uk) or phoning 01225 832873.
4. We require the information we have requested for reasons relating to our functions as the admission 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 using our Complaints Policy, which is available on our website at [www.st-gregorys.org.uk](http://www.st-gregorys.org.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](http://ico.org.uk).