

**Admissions Policy for Catholic Secondary Schools in
The Our Lady of Lourdes Catholic Multi-Academy Trust**

School	Published Admission Number	Partner Primary Schools	Local Authority
All Saints' Catholic Voluntary Academy, Mansfield	186	St Philip Neri with St Bede's, Mansfield St Patrick's, Forest Town Holy Trinity, Newark St Joseph's, Boughton St Joseph's, Shirebrook Holy Family, Worksop (Hallam Diocese)	Nottinghamshire
Christ the King Catholic Voluntary Academy, Arnold, Nottingham	147	St Margaret Clitherow, Nottingham The Good Shepherd, Woodthorpe Sacred Heart, Carlton Holy Cross, Hucknall	Nottinghamshire
The Becket School, a Catholic Voluntary Academy, West Bridgford, Nottingham	166	Blessed Robert Widmerpool, Clifton St Edmund Campion, West Bridgford St Patrick's, Wilford Our Lady and St Edward's, Nottingham English Martyrs', Long Eaton	Nottinghamshire
The Trinity Catholic School, a Voluntary Academy, Nottingham	165	St Teresa's, Aspley, Our Lady of Perpetual Succour, Bulwell, St Mary's, Hyson Green St Augustine's, Mapperley	Nottingham City

This policy will apply to all admissions into year 7 and years 12 and 13 (sixth form) for the academic year 2020-21.

The Catholic schools listed above are under the Trusteeship of the Diocese of Nottingham and belong to the Nottingham Diocesan family of schools. They are founded by and are part of the Catholic Church and seek at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of parents or carers who are not of the faith of these schools to apply for and to be considered for places, applications are welcome from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment. However, we ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

The Our Lady of Lourdes Catholic Multi-Academy Trust is the admission authority for all the schools within Trust all the schools in the Trust and is responsible for determining the admissions policy. On behalf of the Trust the admissions process is coordinated by the relevant Local Authority.

All decisions relating to admission applications will be taken by the local governing body of the school applied for.

Each academy gives priority within the oversubscription criteria to Catholic children attending their partner primary schools (as listed above).

ARRANGEMENTS FOR ADMISSION

Dependent on place of residence parents/carers should consult their relevant home Local Authority website for full details of the admissions process, including information on the admissions cycle. Details are below:

Nottinghamshire: www.nottinghamshire.gov.uk

Nottingham City: www.nottinghamcity.gov.uk

Application Procedure and Timetable

Applications must be made on the Common Application Form provided by your **home** Local Authority. Applications must be made to your **home** Local Authority by the national closing date of 31st October.

In addition **all applicants wishing to apply for a place under a faith criterion (oversubscription criteria 1-6)** should complete the Supplementary Information Form. This form can be downloaded from the Local Authority website within which the school is located and is also available from the schools. The

completed form, together with any required evidence, (see notes 3-8), should be returned by the national closing date of 31st October to each Catholic school for which a preference has been specified.

If you do not provide the additional required evidence for ranking within the faith criteria and return it by the closing date your child will be ranked in a lower admissions category and this may affect your child's chances of being offered a place.

ALL APPLICATIONS – HOW PLACES ARE ALLOCATED

The Local Authority forward details of all applicants to the relevant Governing Body. Using the information on both the Common Application Form and the Supplementary Form, each Governing Body draws up a ranked list using the oversubscription criteria listed below. The Local Authority then allocates places on behalf of the relevant Governing Body up to the admissions number. When a place can be offered at more than one of the schools listed on your application, the Local Authority will offer a place at the highest preferred school where a place is available.

ADMISSION OF PUPILS OUTSIDE NORMAL AGE GROUP

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. It is anticipated that children will be educated out of their normal age group in only a small number of very exceptional circumstances.

Should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group and you should also submit a request for admission out of the normal age group at the same time, following the procedure set out by your **home** local authority.

In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the school local governing body will take into account the views of the parents and of appropriate medical and education professionals. A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child.

Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the school.

Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

The school is not required to honour a decision made by another admission authority on admission out of the normal age group.

LATE APPLICATIONS

Nottinghamshire: Certain late applications submitted in the normal admissions round that are received by Nottinghamshire County Council after the closing date but before the date set by Nottinghamshire County Council for exceptional late applications will be treated as on time. Such applications will be from parents or carers who:

- have moved into Nottinghamshire ; or
- can establish at the time of completing the form that there were exceptional reasons for missing the closing date and were, therefore, unable to meet the published closing date.

Governing Bodies will treat such applications as on time where it is practical to include them in their first ranking.

All other late applications for secondary school places received by Nottinghamshire Local Authority after the closing date will be dealt with after the offer day.

Nottingham City: Nottingham City Council and the Governing Body may be willing to accept applications which are received after the closing date but before the date set by the Local Authority for exceptional late applications, for example:

- a family returning from abroad
- a lone parent who has been ill for some time
- a family moving into Nottingham from another area
- other exceptional circumstances

Each case will be treated on its merits. Any preferences received by Nottingham City Council up to the date set by the Local Authority, with good reason for being late, and where appropriate, with the agreement of the Governing Body will be included in the first cycle of allocations and will be notified on the national offer day.

All other late applications for secondary school places received by Nottingham City Council after the closing date will be dealt with after the offer day.

IN YEAR APPLICATIONS – APPLICATIONS DURING THE SCHOOL YEAR

Details of the application process are available from the school and from the Local Authority. Once an application has been made, it will be passed to the school Governing Body for consideration. A Supplementary Form should also be completed if you wish to apply for ranking within a faith criteria.

If your application is refused, parents have a statutory right to appeal (see 'Appeals' below). The appeal should be lodged within 20 school days after the date of your refusal letter.

WAITING LISTS

Parents whose children have not been offered a place will be added to the school's Waiting List unless they have been offered a place at a higher preference school.

Waiting Lists for admission for year 7 to year 11 will be maintained until the end of the academic year applied for and the child's name will remain on the Waiting List until that time or until the parents request the school to remove the child's name from the list.

Waiting Lists for admission for year 12 and year 13 will remain open until the end of the autumn term of the year applied for.

Parents must make a further application for a school place in respect of a later academic year and if a place is not available, the child's name can be added to the Waiting List.

Waiting Lists are ranked in the same order as the oversubscription criteria listed below. Your child's position on the Waiting List may change. This means that a child's Waiting List position during the year could go up or down. Any late applications will be added to the Waiting List in accordance with the oversubscription criteria.

Inclusion on a school's Waiting List does not mean that a place will eventually become available.

APPEALS

If a child is not offered a place, parents/carers have a statutory right to appeal. This should be done by writing to the school setting out your grounds for appeal no later than twenty school days after the decision letter has been received. The appeal will be arranged on behalf of the school governing body by the Catholic Schools Appeals Service and will be heard by an independent panel. The decision of the panel will be binding on the school.

FAIR ACCESS PROTOCOLS

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. The schools listed in this policy participate in the Fair Access Protocol operated by the Local Authority within which they are located.

APPLICATIONS FOR TWINS AND MULTIPLE BIRTH PUPILS

In cases where there is one remaining place available and the next child on the Waiting List is one of a twin or of other multiple birth groups, then both twins (or all the siblings in case of multiple births) will be admitted even if this means that the Published Admission Number will be exceeded as long as the Governing Body decides that the education of pupils in that year group will not be detrimentally affected.

FRAUDULENT INFORMATION

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

OVERSUBSCRIPTION CRITERIA

Where a school has more applications than places available the governing body will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

In accordance with legislation Pupils with an Educational Health and Care Plan (EHCP) (a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 which specifies the special educational provision required for a child) which names the school will be allocated a place first. This will reduce the number of places available.

1. Catholic children who are 'looked after' or who were 'previously looked after' (see Notes 1 and 2).
2. Catholic children (see Note 2).
3. Other children who are 'looked after' or who were 'previously looked after' (see Note 1)
4. Catechumens, Candidates and members of Eastern Christian Churches (see Notes 3, 4 and 5)
5. Children of other Christian denominations whose membership is evidenced by a minister of religion (see Note 6).
6. Children of other faiths whose membership is evidenced by a religious leader (see Note 7).
7. Any other children

First priority within the individual criteria will be given to applications from children who attend one of the partner primary schools.

Second priority within the individual criteria will be given to applications for children who will have siblings (see Note 9) attending the school in years 7-11 at the proposed time of admission.

In the event of oversubscription within any criterion allocation of places will be decided on distance measurements supplied by the Local Authority. (See below)

Nottinghamshire: Distance measurements will be taken in a straight line from the entrance to the child's home (as defined by the Local Authority) to the principal entrance to the main administrative building of the Academy. This will be calculated by using the County Council's computerised distance measuring software. In the event of needing to discriminate between pupils living in the same block of flats, where the County Council's computerised distance measuring software produces the same distance measurement, the lower the number of the flat the closer it will be judged to be to the school.

Nottingham City: Distance will be measured in a straight line (by a computerised geographical information system) from the centre of the school campus to a point at the pupil's home address identified by the Local Land and Property Gazetteer.

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation the governors will admit the additional child above the Planned Admission Number.

Notes (these form part of the oversubscription criteria)

1. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church signed by a Catholic Priest and stamped with the parish stamp. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (i.e. a looked after child in the process of adoption by a Catholic family).

For a child to be ranked as Catholic within the oversubscription criteria evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.

3. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will be evidenced by a certificate of reception into the order of catechumens or a letter of verification signed by the parish priest and stamped with the parish stamp.

4. 'Candidate' means a candidate for reception into the Catholic Church. This will be evidenced by a letter of verification signed by the parish priest and stamped with the parish stamp.

5. 'Eastern Christian Church' includes Orthodox Churches, and is evidenced by a certificate of baptism or reception from the authorities of that Church.

6. 'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service to the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England (CTE) and Churches Together in Wales (CYTUN) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Evidence will be a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the minister of religion for that church.

7. 'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at note 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

This is evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the religious leader of the community.

8. 'Siblings' means a child who lives as a brother or sister in the same house, including natural brothers or sisters with either one or both parents in common, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit as the same address as that sibling.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. Home Address: The governors of each school use the same definition as used by the Local Authority within which the school is located.

SIXTH FORM ADMISSION ARRANGMENTS FOR SPECIFIC SCHOOLS

THE BECKET CATHOLIC VOLUNTARY ACADEMY, WEST BRIDGFORD, NOTTINGHAM

The minimum academic requirements for entry into The Becket Sixth (Yr 12) are:

Two Grade 6 and four Grade 5 at GCSE level.

Students have the opportunity to study 3 or 4 AS subjects in Year 12 dropping to 3 in Year 13.

Subject(s)	Entry Criteria(Minimum GCSE Grade required)
Art and Design	Grade 5 in Art
Biology	GCSE Separate Science: Grade 6 in Biology and at least one other Science GCSE Combined Science: Grade 6 in both, and Grade 5 in Maths
Business	Grade 5 in English Language and a Grade 5 in Mathematics
Chemistry	GCSE Separate Science: Grade 6 in Chemistry and at least one other Science GCSE Combined Science: Grade 6 in both, and Grade 5 in Maths
Computer Science	Grade 5 in Computer Science
Drama And Theatre Studies	Grade 5 in Drama
Design Technology	Grade 5 in Product Design
Economics	Grade 5 in English Literature and a Grade 5 in Mathematics
English Language	Grade 5 in English Language and a Grade 5 in English Literature
English Literature	Grade 5 in English Language and a Grade 5 in English Literature
French	Grade 6 in French
Further Mathematics	Grade 7 in Mathematics
Geography	Grade 5 in Geography
German	Grade 6 in German
History	Grade 5 in History
Mathematics	Grade 6 in Mathematics
Music	Grade 5 in Music
PE/Sport Science	Grade 5 in PE
Physics	GCSE Separate Science: Grade 6 in Physics and at least one other Science GCSE Combined Science: Grade 6 in both, and Grade 6 in Maths
Psychology	Grade 5 in English Language and English Literature
RE (Philosophy and Ethics)	Grade 5 in RE
Sociology	Grade 5 in English Language and English Literature

Where only one GCSE grade falls below the requirement in a particular subject, a student may request a reference from the subject teacher indicating that this low grade is exceptional and abnormal and that they recommend that the student would be able to cope with the demands of the A Level course. The predicted grade will be accepted for this one subject only.

At the end of Year 12, it is our policy to allow students to proceed to the full A Level only in those subjects in which they have attained at least a Grade D at AS level.

Information & Guidance Meeting

Prospective students will be invited to attend an information and guidance meeting with their parents to discuss the suitability of particular subjects and combinations of subjects. Offers of places will not be made on the basis of the meeting, but in accordance with the stated criteria.

External Students

A maximum entry of 140 students in year 12, with a minimum of 30 external students who meet the above criteria, will be admitted in any one year, subject to places being available on chosen courses. Applications will be considered initially after the **13th January 2020** following an initial closing date of **10th January 2020**. Applications received after this date will be placed on a waiting list in accordance with the over-subscription criteria.

Over-Subscription Criteria

In the event of over-subscription places will be offered to applicants in the following order of preference:

- 1) Catholic pupils who are looked after or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order;
- 2) Baptised Catholics*;
- 3) Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order;
- 4) Christians/Denominations other than Catholic, who can provide a certificate either of baptism or dedication;
- 5) All other applicants.

*A copy of Baptismal certificates must be submitted with applications to ensure correct categorisation.

Where a distinction has to be made within one of the above categories, preference will be given to siblings; then, as a tie break, distance from the student's home address (as defined by the Local Authority) to the Main Entrance of The Becket School "as the crow flies" will be used, preference being given to the shortest distance. In the event of two distances being equal, lots will be drawn and independently verified.

Right of Appeal

A formal appeal procedure is available in accordance with the provision of the School Standards and Framework Act 1998. If you wish to appeal against the decision (parents and students are able to appeal jointly or separately) you should inform the school, in writing, within 20 days of receiving your refusal of a place.

Late Applications (Applications received after the initial closing date)

Applicants will be placed on a waiting list as per the over-subscription criteria. After the final offer date of **20th March 2020** further offers may be made from the waiting list, based on the number of offers accepted and availability. Final numbers cannot be determined before September 2020.

The waiting list will be held open until **11th September 2020**.

ALL SAINTS CATHOLIC ACADEMY, MANSFIELD

All Saints' Catholic Voluntary Academy operates the only Catholic Sixth Form for the North Nottinghamshire area. As such, it has a responsibility to offer the benefits of a Sixth Form Education within a Christian environment to any student who is between the age 16 and 19. The minimum academic requirements for entry to the Sixth Form are 5A*-C (inc Maths and English at Level 5) GCSEs with a Grade B in the subject to be studied.

Information and Guidance

The Published Admission Number (PAN) for admission into Yr 12 is 100

All students at All Saints' applying to the Sixth Form will have an interview to discuss the suitability of subjects and combinations of subjects. Places will be allocated in accordance with the stated criteria.

External students

All external applicants will be invited to visit the school to discuss the options available to them, suitability of subject choices. Places will be allocated in accordance with the stated criteria.

Final offers will be made to students following the publication of GCSE results and will be subject to applicants satisfying the particular course and/or subject requirements which are detailed in the Sixth Form Prospectus and subject information leaflets.

Over-subscription criteria

In the event of over-subscription places will be offered to applicants in the following order of preference:

- 1) Catholic pupils who are looked after or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order;
- 2) Baptised Catholics*;
- 3) Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order
- 4) Christians/Denominations other than Catholic, who can provide a certificate either of baptism or dedication;
- 5) All other applicants.

*A copy of Baptismal certificates must be submitted with applications to ensure correct categorisation.

Where a distinction has to be made within one of the above categories, preference will be given to siblings, then, as a tie break, distance from the student's home address (as defined by the Local Authority).

Right of Appeal

A formal appeal procedure is available in accordance with the provision of the School Standards and Framework Act 1998. If you wish to appeal against the decision (parents and students are able to appeal jointly or separately) you should inform the school, in writing, within 20 school days of receiving your refusal of a place.

Late Applications (applications received after the initial closing date)

Applicants will be placed on a waiting list as per the over-subscription criteria. Final numbers cannot be determined before September 2020.

The waiting list will be held open until **September 2020**.

CHRIST THE KING CATHOLIC VOLUNTARY ACADEMY, ARNOLD, NOTTINGHAM

- The Published Admission Number (PAN) for Year 12 for entry into the 6th Form at Christ the King Catholic Voluntary Academy is 150
- Internal students must predominantly show an Attitude to Learning score of at least 2 and an ATL of 1 or 2 in the subjects they wish to take
- External students must have a positive reference from their previous educational establishment
- Students require a minimum grade 5 in either English Language or English Literature. In total five grade 5's (or grade C) are required, including one or both of English Language or Literature
- Where applicable students need to secure a grade 5 (or C grade) at GCSE in the subject they wish to study

Additional Academic Entry requirements are dependent on option choices and are explained below:

- Students wishing to study Mathematics at A Level require a grade 6 at GCSE and those wishing to study Further Mathematics, a grade 7
- Modern Foreign Languages require a grade 6 at GCSE in that subject
- The following subjects require a grade 5 in Mathematics in addition to the minimum requirements: Biology, Business Studies, Chemistry, Geography, Physics and Psychology. Where students secure a high grade 4 in Maths access to these subjects will be made on an individual basis in discussion with subject teacher specialists
- Students who secure a grade 5 in English Language or Literature and a 4 in Maths and secure all other criteria as stipulated are eligible for the following subjects: Art, Drama, English Literature, History, IT, Media Studies, Music, PE, Religious Education, Sociology and Technology

THE TRINITY CATHOLIC SCHOOL, NOTTINGHAM

The overall capacity for the Sixth Form will be 140 places, with an admission number for external pupils of 40.

The principles outlining the nature of the school in the introduction apply for admissions to the Sixth Form. Requests for admission will be considered according to the following order of priorities:

Oversubscription criteria for admission to the Sixth Form:

- a) Catholic pupils who are Looked After or who were previously Looked After immediately after being Looked After became subject to an adoption, residence or special guardianship order, with priority being given to students currently on roll at Trinity School.
- b) Young people who are baptised Catholics, currently students at Trinity School;
- c) Other Looked After children or children who were previously Looked After but immediately after being Looked After became subject to an adoption, residence or special guardianship order.
- d) Other young people who are currently students at Trinity School.
- e) Baptised Catholic young people resident in the Diocese;
- f) Young people from other Christian traditions who are seeking a spiritual dimension for their education, subject in each case to the governors being satisfied as to the reason for requesting a Catholic education;
- g) Other young Christian people;
- h) Other young people.

All enquiries should be addressed to the Head of Sixth Form at the school. A separate Sixth Form prospectus is available.

SUPPLEMENTARY INFORMATION FORM

Admission to Catholic schools within the Our Lady of Lourdes Catholic Multi-Academy Trust

If you are expressing a preference for a place for your child at a Catholic school within the Our Lady of Lourdes Catholic Multi-Academy Trust **and wish to apply under a faith criterion** you should complete this Supplementary Information Form and provide the evidence required.

- ✘ The completed Supplementary Information Form, together with any required evidence, (see below), should be **returned to the school** by the same closing date set by the Local Authority for the return of the **Common Application Form**.
- ✘ If you are applying to more than one Catholic school you will need to complete a separate Supplementary Information Form for **each** school.
- ✘ Your application will be ranked in a lower category if you do not provide the evidence required as listed in the table overleaf.
- ✘ **Remember** – you **must** also complete the **Common Application Form** provided by the Local Authority. When completing the Common Application Form it is important that you provide details of any **siblings** (brothers or sisters) who will be attending the school at the proposed time of admission. If this information is not provided your application will be ranked lower and this may affect your child's chance of being offered a place.

Name of school applying to:			
Surname of child:			
Forename(s) of child:		Date of birth	/ /
Parent(s) / carer(s) Full Name			
Child's home address		Postcode	
Telephone		Mobile	

Please read the relevant School's Admissions Policy noting in particular, any faith definitions, and your Local Authority Booklet before completing the form.

PLEASE ALSO COMPLETE PAGE 2

Now complete the following by ticking the boxes which apply to your child.

	Faith Criterion Please tick ✓	Supporting Evidence Required (Legible photocopies are acceptable)	Supporting Evidence Enclosed * Please tick ✓
My child is a: Catholic		A Catholic Baptism Certificate or	
		A written statement or certificate signed by a Catholic Priest and stamped with the parish stamp verifying that the child has been received into full communion with the Catholic church.	
My child is a: Catechumen / Candidate		A certificate of reception into the order of catechumens or	
		A letter of verification signed by the parish priest and stamped with the parish stamp.	
My child is a: member of an Eastern Christian Church		A Baptism Certificate or	
		A certificate of reception from the authorities of that Church.	
My child is a: member of another Christian denomination		A Baptism Certificate or	
		A Certificate of Dedication or	
		A letter of verification signed by the minister of religion for that church.	
My child is a: member of another faith		A Baptism Certificate or	
		A Certificate of Dedication or	
		A letter of verification signed by the religious leader of the community.	

* Extra supporting evidence may be requested if the written documents that are produced do not clarify the fact that a person is a member of a church or religious community, (e.g. where the name and address of the Church is not on the certificate). If you have difficulties in producing evidence, you should contact your Parish Priest or Religious Leader for advice.

Your name(s) in BLOCK CAPITALS		
Your signature(s)		
Date		

For School use only

Evidence provided	Date	Criterion

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, the Our Lady of Lourdes Catholic Multi-Academy Trust wishes 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. As providers of Catholic education the Our Lady of Lourdes Catholic Multi-Academy Trust works closely with the Diocesan of Nottingham Education Service, 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.
2. The person responsible for data protection within our organisation is Mrs Karen Rich (Data Protection Officer) and you can contact them with questions relating to our handling of the data. You can contact them via the email address: DPO@ololcatholicmat.co.uk
3. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
4. 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).
5. 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.
6. 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).
7. 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.
8. 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.
9. To read about your individual rights you can refer to the St Thomas Aquinas Catholic Multi-Academy Trust's fair processing notice and data protection policies.
10. 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 referring to the Complaints Procedure of the relevant school and which is published on the school website. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: ico.org.uk.

By signing this form I confirm that I have read the Admissions Policy of the school applied for 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 offer of a place may be withdrawn even if the child has already started school.