



Supplementary Information Form 2024-2025

If you are expressing a preference for a place for your child at Bishop Challoner Catholic Secondary School in Basingstoke and Deane **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 the Admissions Clerk** at Bishop Challoner Catholic Secondary School by the closing date, 31st October, 2023.
- If you are applying for a place outside the normal admission round, i.e. an in-year admission, please return this form and supporting documentation with your application form or within 7 days of receipt of this 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.
- **If you do not provide the information required in this form and return it to Bishop Challoner Catholic Secondary 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.

Name of child: _____

Address of child: _____

Date of Birth _____

Parent/Carer Name: _____

Parent/Carer Signature: _____

Please read Bishop Challoner Catholic Secondary School's 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/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy 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	Tick Box	Evidence [insert details in accordance with the Notes below]
1. Catholic (<i>see note 1</i>)	<input type="checkbox"/>	A certificate of baptism or certificate of reception into full communion with the Catholic Church.
2. Catechumen (<i>see note 2</i>)	<input type="checkbox"/>	A certificate of reception into the order of catechumens.
3. Member of an Eastern Christian Church (<i>see note 3</i>)	<input type="checkbox"/>	A certificate of baptism or reception into the Eastern Christian Church.
4. Member of other Christian denomination (<i>see note 4</i>)	<input type="checkbox"/>	Letter confirming membership of a Christian denomination. (<i>see note 4</i>)
5. Member of other faith (<i>see note 5</i>)	<input type="checkbox"/>	Letter confirming membership of another faith. (<i>see note 5</i>)

Catholic Parish in which your child lives:

Notes:

1. ‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.
2. ‘Catechumen’ means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
3. ‘Eastern Christian Church’ includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
4. “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 in 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 and CYTÛN 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

5. “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 4 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.

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.

- We are Bishop Challoner Catholic Secondary School, St Michael's Road, Basingstoke, Hampshire, RG22 6SR
- 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.
- The person responsible for data protection within our organisation is Beverley O'Shea, Data Protection Officer and you can contact them with questions relating to our handling of the data. You can contact them by emailing dpo@bcs.hants.sch.uk
- We require the information we have requested for reasons relating to our functions as the admission authority of the school.
- 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).
- 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.
- 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).
- 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.
- 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.
- To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
- 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 writing the Headteacher, via the School Business Manager. 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 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.....