



St. Cross Catholic Primary School

Upper Marsh Lane, Hoddesdon, Herts, EN11 8BN.

Tel: 01992 467309

(please ensure that you return this form to the address above)

Admission of Pupil 1st September 2026 – 31st August 2027

Supplementary Information Form

(This consists of 3 pages)

Child's Details

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

Parent/Carer Details:

Parent(s)/Carer(s):	
Name:	
Address:	
Telephone Number:	
Alternative contact details	
Name:	
Address:	
Telephone Number:	

Details of Religion

Religion of child: (Please tick)	Catholic	Other Christian	Other faith
Church where child was baptised and date of baptism: (Baptism Certificate required)			
Names of any brothers or sisters who will still be at this school on 1st September 2026:	Name Year Group		

Is your child 'looked after' by the Local Authority, adopted having previously been 'looked after' or subject to a 'child arrangements' or special guardianship order? (Please circle)	YES NO		

Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? Please circle. (Professional evidence will be required at time of application)
YES NO

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

Now please refer to the checklist over.....

Checklist:

This completed SIF should be returned to the school with all requested additional information by 15th January 2026.

1. **Have you completed and submitted a Local Authority Application?

☐

Have you attached? (where appropriate)

2. Baptism Certificate or Certificate of Reception.

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3. Applicants from other Christian denominations and other faiths may attach either a certificate of baptism or a letter from their Minister or Religious Leader confirming membership of that faith community.

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4. Written evidence of any exceptional social, medical, pastoral or other need of the child. (This must be provided at the time of application).

☐

**In addition to this form you are required to complete an 'Online Application Form' or 'Paper Application' from your Local Authority and return it to the person/address shown on the form. Your application may be compromised if both the LA Form and this SIF are not received by the closing date of 15th January 2026.

DECLARATION

- a. I have read the Admissions Policy, Oversubscription Criteria and General Notes.
- b. I confirm that the above address is our permanent residence and that I/we would be prepared to provide evidence if requested to do so.
- c. I will inform the school immediately in the event of a change in circumstances, which prevents my child from taking a place at the school.

Signature of parent or guardian: _____ Date: _____

Print name:

If this application is unsuccessful you may wish to apply to be included on the school's 'Continuing Interest List'. To do this please contact the school office or refer to the school's admission policy on the procedure for applying. Please note that the list will be held open until the end of the academic year for which the application is made. After that time anyone wishing a child to be included on a new list will be required to apply again.

Privacy Notice - The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school's Admissions Privacy Notice please see below or look on the school website under Admissions/Privacy Notice or contact the school for a hard copy.

ADMISSIONS PRIVACY NOTICE FOR ST.CROSS SCHOOL

St. Cross 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. 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.

For further information please refer to the Privacy Policy on the School website or contact the school office.