

## Supplementary Information Form (SIF) for St George Catholic VA College

**THIS FORM SHOULD BE SUBMITTED FOR EACH CHILD APPLYING FOR A PLACE AT ST GEORGE (UNLESS IN CATEGORY 3 OR 9) BY 31ST OCTOBER 2025, ALONG WITH ANY EVIDENCE REQUIRED.**

Child's **Surname**: ..... Date of Birth: .....

Child's **Forename(s)**: .....

Current Primary School: .....

Parent/Guardian's contact details:

Name: .....

Address: .....

..... Post Code: .....

Email: ..... Phone Number: .....

**Please tick the first box that applies to your application, noting that they are listed in priority order, and ensure you provide the necessary evidence to accompany your completed application (see over).**

Admissions Policy Criteria	Tick one box
1. Baptised Catholic Looked After Children (LAC) and previously Looked After Children	
2. Baptised Catholic children	
3. Looked After Children (LAC) and previously Looked After Children	Form not required
4. Children who will have a sibling(s) at St George at the intended time of entry If ticking category 4, please name the sibling(s) in this box, and what year group they will be in at the intended time of entry for this applicant:	
5. Children of staff at St George	
6. All other children who attend a named feeder Catholic Primary School	
7. Children of other Christian denominations	
8. Children of other faiths	
9. All other children who do not fall within the above categories	Form not required

I confirm that I have read the College's Admissions Policy and that the information I have provided is correct. I understand that I must notify the College immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the College may withdraw any offer of a place, even if the child has already started school.

Signature of parent/guardian: ..... Date: .....

## IMPORTANT NOTES:

- Please read the College's Admissions Policy for the intended year of admission, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.
- The Supplementary Information Form, together with all supporting documentation (see below) **should be submitted online by 31<sup>st</sup> October 2025, using the college's online admissions portal (Applicaa): <https://www.stgcc.co.uk/page/?title=Admissions&pid=66>**. If you cannot make an online submission, you can ask the college for a paper SIF. In this case, it is advised that photocopies of original paperwork are submitted, as St George cannot return these documents.
- If you are applying to more than one Catholic school, you will need to complete a separate Supplementary Information Form for each school.
- **If you do not submit this form to the College, with all supporting documentation, by the closing date, your child may not be placed in the appropriate category, and this will affect your child's chance of being offered a place.**
- Remember – you **MUST** also apply for a place using your Local Authority's *Common Application Form*.
- If you have any questions about this form, please contact us by phone on 02380 322603 or by email at [info@stgcc.co.uk](mailto:info@stgcc.co.uk)

## EVIDENCE REQUIRED WITH APPLICATION:

- All applicants in categories 1 and 2 will be required to present with their application either a baptismal certificate or written confirmation from a priest on headed paper that the applicant has been received into the full communion of the Catholic Church. This may be signed electronically and emailed to the college from the email account of the Church.
- All applicants in categories 7 (other Christian denominations) and 8 (other faiths) will be required to present with their application written confirmation from the relevant minister of religion or faith leader on headed paper that the applicant is a member of that Christian denomination or faith. This may be signed electronically and emailed to the college from the email account of the religious community.

In compliance with the UK General Data Protection Regulation (UK 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 George Catholic VA College, Leaside Way, Southampton SO16 3DQ
2. 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.
3. If you have any questions relating to our handling of the data, you can contact our Data Protection Officer by phone on 02380 322603 or by email at [info@stgcc.co.uk](mailto:info@stgcc.co.uk).
4. We require the information we have requested for reasons relating to our functions as the admission authority of the College.
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 UK 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 UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the College's enrolment system, and the data will be retained and processed on the basis of the College'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 College's data retention policy.
10. To read about individual rights and/or 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 using the Complaints Policy which can be found on our College website at [www.stgcc.co.uk](http://www.stgcc.co.uk). 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](http://ico.org.uk).