***St. Anne’s Catholic High School for Girls & the Diocese of Westminster***

***Catholic Secondary Schools***

***Supplementary Information Form Entry for 2026 - 2027***

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| --- |
| **Name and Address of current Primary School:**  |

**Child’s Details**

|  |  |
| --- | --- |
| Child’s surname:Child’s Christian or other first name: |  |
| Home Address: | Date of Birth: |
|  |  |
|  | Postcode: |

**Parent / Carer Details**

|  |  |
| --- | --- |
| Parent(s)/Carer(s) name(s): |  |
| Address (if different from above):Telephone number:Email address: |  |

**Details of Religion**

|  |  |  |  |
| --- | --- | --- | --- |
| Religion of child:(Please tick) | Catholic | Other Christian (name of denomination e.g Methodist) | Other faith:(please name Faith): |
| Catholic Parish you live in: |   |
| Church where your child was baptised and date of baptism: (baptism certificate required) |   |
| Names of siblings at this school: | Name:Form: |
| Does your child have a sibling who previously attended St. Anne’s?  | Name:  |
| Is your child ‘looked after’ by the Local Authority, adopted or subject to a ‘child arrangement’ or special guardianship order having previously been ‘looked after’? (Please circle)This also applies to applicants who have come from overseas. |  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.) YES NO |

**I confirm that I have read and understood the Admissions Policy, which is available to view on the school’s website,** [**www.st-annes.enfield.sch.uk**](http://www.st-annes.enfield.sch.uk) **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 Governors may withdraw any offer of a place even if the child has already started school.**

Signed……………………………………… Date…..…………………

***Please note***:

* You **must** also complete your Local Authority’s online admissions form by **31st October 2025**. If you do not do this, you may not be offered a place.
* You **must** return this Supplementary Information Form, with supporting documents, to the school by emailing admissions2026@st-annes.enfield.sch.uk or by posting it to the following address by 31st October 2025:  ***Admissions Manager, St. Anne’s Catholic High School for Girls, Oakthorpe Road, London N13 5TY***
* **Catholic applicants should note that a Certificate of Catholic Practice is no longer required, we just require a copy of the child’s Baptism Certificate.**
* Applicants from Christian and other Faiths should provide a supporting letter from their Place of Worship if possible. This letter must be written on your Place of Worship’s letter-headed paper only.

***Checklist:***

Have you remembered to enclose the following -

* Copy of Baptism Certificate (where necessary for Catholic, Orthodox and Christian applicants)
* Copy of Religious Leader’s reference (for Christian and other Faiths) on letter headed paper only

* Evidence of exceptional need (where necessary).

* Have you completed your Local Authority’s online admissions form?

*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 read the admissions privacy notice on the next page:*

**ADMISSIONS PRIVACY NOTICE FOR ST. ANNE’S CATHOLIC HIGH SCHOOL FOR GIRLS**

Top of Form

St. Anne’s Catholic High School for Girls 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. In respect of in-year admissions, the school is the admissions authority for this school. 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
* 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 seven years, after which it will be destroyed.

**For further information please refer to the Privacy Policy on the School website:**

**www.st-annes.enfield.sch.uk**

Bottom of Form