Archdiocese of Birmingham Education Service	Cardinal Griffin Catholic College Admission Arrangements for the academic year 2027/2028	DA MIHI ANIMAS

SUPPLEMENTARY INFORMATION FORM

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the published oversubscription criteria. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname:	
Child's First Name(s):	
Address:	
Contact number:	

Please tick the appropriate boxes below:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*		No	
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes		No*	

*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Local Governing Body to give the correct priority to an application. Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please Complete the Following:

Is the above named a child of a member of staff within Cardinal Griffin Catholic College?	Yes		No	

Please tick the appropriate box:

Is the above named child in the care of the local authority (looked-after children) or provided with accommodation by them (eg. Children with foster parents) (Section 22 of the Children Act 1989), or are they previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).	Yes		No	

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Local Governing Body to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to Admissions, Cardinal Griffin Catholic College, Cardinal Way, Stafford Road, Staffordshire, WS11 4AW or via email to admissions@cardinalgriffin.staffs.sch.uk by October 31st 2026.

Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Information Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.

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 for on this form.

1. We are Cardinal Griffin Catholic College at Cardinal Way, Stafford Road, Staffordshire, WS11 4AW

2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.

3. The person responsible for data protection within our school is Ms B Raj, Chief People and Operations Officer, St Gabriel the Archangel Catholic Multi-Academy Trust and you can contact Ms Raj with questions relating to our handling of the data. You can contact Ms Raj by emailing dpo@sgacmat.co.uk.

4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.

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 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 GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Medmber State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).

8. If the application is successful, the information you have provided on this 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.

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 school's data retention policy.

10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.

11. 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 following the Complaints Policy on https://www.cardinalgriffin.staffs.sch.uk/Policies. 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 Local Governing Body may withdraw any offer of a place even if the child has already started school.

Signed …… Date……

Print Name ……