St Thomas More Catholic School

Glendale Avenue, Wood Green, London, N22 5HN
Tel: 020 8888 7122 - Fax: 020 8826 9370
Email: admin@stthomasmoreschool.org.uk
www.sttomasmoreschool.org.uk
Executive Headteacher: Mr Martin Tissot, MA, MBA, NPQH

To all Prospective Parents/Carers

Attached is the Supplementary Information Form for admission to St Thomas More Catholic School.

Please read the form carefully and complete **all** sections clearly in capital letters.

It is important that you provide **COPIES** of **all** documents requested. Please note that copies of documents cannot be made at school.

For practising Catholic applicants, the Certificate of Catholic Practice **must** be signed by your priest. All Catholic applicants must provide a certificate of baptism. For applicants from other Christian denominations and other faiths, either a certificate of baptism or a letter confirming your membership **must** be signed by your minister or religious leader. This information will be used to rank your application in accordance with our Admissions criteria. Late applications will be considered after the initial allocation process has been completed.

When you have completed the form, please return it to Ms E Denchfield, Admissions Officer at the school (it can either be posted, brought in or emailed to: admissions@stthomasmoreschool.org.uk), **by 31st October 2026**. If you have any queries, please do not hesitate to contact the Admissions Office on the number above.

A Rosen

Mr A Rosen
Head of School

Please note that the Certificate of Catholic Practice must be obtained from your Parish Priest.

Supplementary Information Form 2027-2028

Catholic Secondary Schools

ACADEMIC YEAR 2027-2028

Diocese of Westminster

St Thomas More Catholic School

St Thomas More Catholic School
Glendale Avenue
N22 5HN

Child's Details

Child's surname: Child's Christian or other first name:	Gender: M / F
Home Address:	Date of Birth:
	Postcode:

Parent/Carer Details

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

Details of Religion (please tick)

Religion of child: (please tick)	Catholic	Catholic Parish that you live in:
	Other Christian	Name of denomination e.g. Methodist
	Other Faith	

Church where child was baptised and date of baptism: (baptism certificate required)	
Name and position of priest supplying Certificate of Catholic Practice (where applicable):	

Family Details

Names of brothers or sisters at this school	Year Group	Form Group

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 the child has already started school.

Signed: …….. Parent/Carer

Date: ……

Please note:

- Where applicable parents can obtain a Certificate of Catholic Practice from the parish where the family normally worships or from the Diocese of Westminster website.
- Applicants from other Christian denominations and other faiths should attach either a certificate of baptism or a letter confirming membership, from their minister or religious leader.
- You **must** complete your local authority's e-admissions form by 31st October 2026. If you do not do this you will not be offered a place. ***(This only applies to applicants transitioning from Primary School to Secondary School, i.e. Year 6 into Year 7).***

Please attach a <u>COPY</u> of the following documents with your application

	Yes	No
Copy of Baptismal Certificate	☐	☐
Certificate of Catholic Practice <u>or</u> letter from minister/religious leader showing membership of faith community	☐	☐
Copy of recent Proof of Address (for the parent/carer)	☐	☐
Proof of date of birth for child e.g. copy of birth certificate or passport	☐	☐

Forms to be returned to: Admissions Office, St Thomas More Catholic School, admissions@stthomasmoreschool.org.uk
<u>You will be notified of the result of your application.</u>

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 Privacy Notice please see overleaf or look on the school website under Privacy Notice or contact the school for a hard copy.

ADMISSIONS PRIVACY NOTICE FOR ST THOMAS MORE CATHOLIC SCHOOL

St Thomas More Catholic 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. In respect of in-year admissions, St Thomas More Catholic 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 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:
Tel: 020 8888 7122, office@stthomasmoreschool.org.uk