



BRENTWOOD URSULINE CONVENT HIGH SCHOOL

Queen's Road, Brentwood, Essex CM14 4EX

Tel: 01277 227156 Email: admin@buchs.co.uk

Headteacher: Dr R J Wilkin

BRENTWOOD DIOCESE CATHOLIC SCHOOLS BUCHS SUPPLEMENTARY INFORMATION FORM 2025 INTAKE

(PLEASE COMPLETE IN BLOCK CAPITALS)

If you are expressing a preference for a place for your child at **Brentwood Ursuline Convent High School**, a Catholic Academy in Essex **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

The completed Supplementary Information Form, together with all supporting documentation (see Notes overleaf), should be **returned to the admissions officer, Miss C. Lester at Brentwood Ursuline Convent High School** by the Local Authority closing date: 31st October 2024.

If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.

If you do not provide the information required in this form and return it to the academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.

Remember – you **must** also complete the Common Application Form by 31st October 2024.

CHILD'S SURNAME:

FORENAME/FIRST NAMES:

DATE OF BIRTH:

RELIGION:

HOME ADDRESS:

..... POSTCODE:

CURRENT SCHOOL:

FULL NAMES OF PARENTS (OR GUARDIANS):

CONTACT DETAILS:

FATHER:

Home Tel:

ADDRESS:

Mobile Tel:

.....

Work Tel:

EMAIL ADDRESS:

MOTHER:

Home Tel:

ADDRESS:

Mobile Tel:

.....

Work Tel:

EMAIL ADDRESS:

FOR OFFICE USE ONLY

Distance from school:

Category:

Date application received

PLEASE NAME ANY SIBLINGS WHO WILL BE ATTENDING BRENTWOOD URSULINE IN YEARS 7-11 AT THE TIME OF ENROLMENT (SEPTEMBER 2025)

NAME: FORM:

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings who will be attending the Catholic academy in Years 7 to 11 at the proposed time of admission. If this information is not provided the admission authority of the Catholic academy may not be able to place the application within the correct criteria.

Please read the academy Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

PLEASE BE ASSURED THAT ALL APPLICATIONS ARE WELCOMED

ENCLOSED DOCUMENTATION TO SUPPORT FAITH CRITERION – See Notes Overleaf

Criteria	Tick Box	Evidence
1, 2 3 Baptised Catholic	<input type="checkbox"/>	Copy of Baptism Certificate
5: Catechumen / Member of an Eastern Christian Church	<input type="checkbox"/>	Certificate of acceptance into the Order of Catechumens / Copy of Baptism or Reception Certificate
6: Children of other Christian denominations	<input type="checkbox"/>	If available copies of each of: Baptism/Christening Certificate; and / or A Letter from minister or religious leader of commitment to Christian faith and/or active involvement.

Catholic Parish/Deanery in which your child lives:

DECLARATION

I confirm that I have read the Admissions Policy of Brentwood Ursuline Convent High 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 admission authority may withdraw any offer of a place even if the child has already started school.

DATE: SIGNED: PARENT/GUARDIAN

Checklist:

Have you enclosed (where applicable):

- Copy of baptism or certificate of reception;
- Certificate of acceptance into the Order of Catechumens;
- Letter/Evidence confirming membership of a Christian denomination or other faith

Have you completed and returned your local authority's Common Application Form?

**THIS FORM MUST BE RETURNED DIRECTLY TO:
The Brentwood Ursuline Convent High School
CLOSING DATE FOR THE SIF FORM: 31st October 2024**

The data on this form will only be used within the academy admissions system, and will not be divulged to any third party outside the academy admissions system in accordance with current Data Protection legislation.

Notes

1, 2 + 3: Evidence of Catholic Baptism

If application is being made for a place at the school for a Catholic child, evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.

5: Evidence for Catechumens

If application is being made for a place at the school for a catechumen, evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

Or: Evidence of Membership of an Eastern Christian Church

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

6: Evidence for Other Christian Denominations

If application is being made for a place at the school as a member of another Christian denomination, a Baptism/Christening Certificate and / or, a letter confirming membership of that Christian denomination and signed by the appropriate minister of religion will be required. The Certificate and / or letter should be provided at the same time as this form is returned to the school.

Privacy Notice

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
Brentwood Ursuline Convent High School, an Academy Trust Company.
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. The person responsible for data protection within our organisation is Ranjit Bajwa, Data Protection Officer and you can contact them with questions relating to our handling of the data. You can contact them via the School Address and Telephone Number or by email to clerk@buchs.co.uk
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school/academy.
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 school's/academy's enrolment system, and the data will be retained and processed on the basis of the school's/academy'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/academy may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's/academy's data retention policy.
10. To read about your individual rights you can refer to the school's/academy'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 utilising the Academy's Complaints procedure which is available on the Academy website www.brentwoodursuline.co.uk . 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.