



ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL



VIDETE BONA DOMINI

SIXTH FORM SUPPLEMENTARY INFORMATION FORM 2025/26 For external candidates only

If you are applying for a place in the **Sixth Form** at **St Richard Reynolds Catholic High School** in The London Borough of Richmond upon Thames **and you are a Baptised Catholic**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to** Sixth Form Admissions Officer at St Richard Reynolds Catholic College, Clifden Road, Twickenham TW1 4LT by the closing date **15th January 2025**
- **If you do not provide the information required in this form and return it to the school, with all supporting documentation, by the closing date, you may not be placed in the appropriate faith category and might affect your chance of being offered a place.**
- Please read the St Richard Reynolds Catholic Sixth Form Admission Policy, noting in particular any faith criteria, before completing this form.

Student Details

Please note: the terms 'your' and 'you' refer to the candidate

Your name:	
Address:	
Email address:	
Parent/Carer Name:	
If you have a sibling at SRRC High School, please state name and form:	

Catholic evidence

Catholic Church in which you were Baptised (see notes) (please include a copy of your Baptism certificate):
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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 governing body may withdraw any offer of a place even if the child has already started in the Sixth Form.

Signature of applicant:		Date:
Signature of parent / carer if you are under 16 years		Date:

NOTES

Evidence of Catholic Baptism

If an 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.

Please return this form with any supporting documents by 15th January 2025 to:

Sixth Form Admissions,
St Richard Reynolds Catholic College,
Clifden Road,
Twickenham
TW1 4LT

DATA PROTECTION

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 you to provide on this form.

1. We are **St Richard Reynolds Catholic College**
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 David Coy and you can contact him with questions relating to our handling of the data. You can contact him via the College Office office@srrcc.org.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 Member 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 form 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 data protection policies and privacy notices on our website.
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 through our complaints procedure (see the policy on our website) or by contacting our data protection officer, Liz Rhodes, LDBS. You can contact her by via the College Office office@srrcc.org.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.