



Supplementary Form: for entry to Y7 in September 2026

YOU MUST COMPLETE AND RETURN THIS FORM DIRECTLY TO THE SCHOOL NOT THE LA. Please return to Cardinal Heenan Catholic High School no later than **3PM ON FRIDAY, 31ST OCTOBER 2025. Also attach proof of baptism and proof of address. CORRESPONDENCE SHOULD BE SENT TO admissions@cardinal-heenan.org.uk OR RETURNED TO THE SCHOOL OFFICE IN A CLEARLY MARKED ENVELOPE – ‘Y7 ADMISSIONS 2026’ ALONG WITH YOUR CHILD’S NAME, DOB AND A CONTACT NAME/NUMBER.**

1. PERSONAL DETAILS

SURNAME OF CHILD _____ FORENAME(S) _____

DATE OF BIRTH _____ PRIMARY SCHOOL CURRENTLY ATTENDED _____

ADDRESS OF CHILD

_____ POSTCODE _____

LOCAL AUTHORITY (PLEASE CIRCLE): KNOWSLEY / LIVERPOOL / SEFTON / OTHER _____

2. FAITH INFORMATION

IS YOUR CHILD BAPTISED ROMAN CATHOLIC? **YES / NO**

IF YES COMPLETE SECTION A & C, IF NO COMPLETE SECTION B & C

A) FOR BAPTISED ROMAN CATHOLICS ONLY (Please attach proof with your baptismal certificate **and** the completion of the form to confirm your child is a baptised Roman Catholic.)

CATHOLIC PARISH IN WHICH YOU LIVE _____

B) OTHER CHRISTIAN FAITHS/OTHER FAITHS (A baptismal certificate **and** the completion of the form is required to confirm your child is a baptised Christian or baptised into another faith.)

1) Has your child been baptised or accepted into a Christian denomination other than Catholic? YES / NO

Please attach proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion

2) Is your child a member of a Faith community other than Christian? YES / NO

Please attach confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion.

Parent/guardian - please complete and sign below to confirm the details given on the form are accurate:

C) SIGNED CONFIRMATION

I/We certify that the information given on this form is correct.

The school reserves the right to verify the information given on this form. Any offer of a place will be on the basis that the information is accurate.

SIGNED _____ NAME (please print) _____

RELATIONSHIP TO CHILD _____ DATE _____

CONTACT NO _____ EMAIL _____

***DOES YOUR SON HAVE A SIBLING WHO WILL BE A STUDENT AT CARDINAL HEENAN CATHOLIC HIGH SCHOOL IN SEPTEMBER 2025? YES / NO IF YES PLEASE STATE THE FOLLOWING:**

NAME _____ DOB _____ YEAR GROUP IN SEPT 2025: _____

PLEASE NOTE:

1. IF THE SIBLING IS CURRENTLY IN Y13 WE WILL NOT BE ABLE TO CONSIDER THE APPLICATION USING THE SIBLING RELATIONSHIP, AS HE/SHE WILL NOT BE ON ROLL THE FOLLOWING SEPTEMBER.

2. IF THE SIBLING IS CURRENTLY Y11 THE SIBLING RULE WILL ONLY APPLY IF WE ARE AWARE HE IS LIKELY TO RETURN TO OUR Y12 THE FOLLOWING SEPTEMBER.

You must also complete the Local Authority application form. If the school is oversubscribed, failure to complete the supplementary form may result in your application for a place in this school being considered against a lower priority criterion, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism or membership of a faith community, and confirmation of address.

Checklist:

1. Please check you have included everything you need:
 - Baptism Certificate (**Catholic applicants**) Y / N
 - Baptism Certificate (**Christian children other than Catholic**) Y / N
 - Confirmation of my child's faith group (**other faiths**) Y / N
2. Local Authority Preference Form completed naming Cardinal Heenan Catholic High School as one of the choices and returned it to the Local Authority. Y / N
3. Proof of our permanent address included (Household bill, council tax bill etc). Y / N

FOR OFFICE USE ONLY

Supplementary form received Date: _____ Office staff: _____ Receipt given

Confirmation of address Date: _____ Office staff: _____

Copy of child's Baptism Certificate (Roman Catholic applicants) Office staff: _____

Copy of child's Baptism Certificate (Christian children other than Catholic) Office staff: _____

Confirmation of child's faith group (other faiths) Office staff: _____

For office use only
Receipt no:
Date:
Staff Initial:

Criteria:
Sibling:
Distance:



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 Cardinal Heenan Catholic High School, Honeysgreen Lane, Liverpool L12 9HZ.
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 Mr J Asquith and you can contact them with questions relating to our handling of the data. You can contact them by contacting school on 0151 235 1430.
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 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 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 in which the complaints form is held on our website at www.cardinal-heenan.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.

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 Admission Authority may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

Relationship to child.....

Contact number:.....

Email:.....