



# ARCHBISHOP BECK CATHOLIC COLLEGE

Office use only	
Date SF Received: .....	
Baptism Cert: .....	
Confirmation of faith: .....	
Receipt given: .....	
Receipt Sent: .....	
Criterion: .....	
Distance: .....	

## SUPPLEMENTARY INFORMATION FORM FOR SEPTEMBER 2026

If you are expressing a preference for a place for your child at Archbishop Beck Catholic College in Liverpool 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, should be returned in person to Mrs E Keegan at the college by the closing date **31<sup>st</sup> October 2025** for which you will receive a dated receipt.

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 school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this may affect your child's chance of being offered a place. **Remember** – you must also complete the Common Application Form.

Legal Surname of Child:				Preferred Surname:	
Forename:				Middle Name:	
Sex:	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Prefer not to state
Date of Birth:					
Address of child:					
					Post Code:
<b>***PLEASE ATTACH A COPY OF YOUR <u>COUNCIL TAX, GAS OR ELECTIRC BILL</u> TO THIS FORM***</b>					
<b>**THE PROOF OF ADDRESS MUST BE IN THE SAME NAME AS THE PARENT / GUARDIAN SIGNING THIS FORM**</b>					
Parent/Carer Name: Mr/Mrs/Miss/Ms					
Home Tel:			Mobile Tel:		
Email of parent/carers:					
Childs Current Primary School:					

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

**NOTE:** When completing the Common Application Form from the Local Authority, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.

**Religious Status of child** (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	Tick Box	Evidence: insert details in accordance with the Notes below
1. Is your Child 'looked after' by the Local Authority? <b>SEE NOTES ON PAGE 4.</b>	<input type="checkbox"/>	
2. Baptised Catholic children who have a sibling in the school at the time of admission.	<input type="checkbox"/>	
3. Baptised Catholic children who are resident in the parishes of Blessed Sacrament, Holy Name, Our Lady & St Philomena, Our Lady Queen of Martyrs & St Swithin and St Francis de Sales.	<input type="checkbox"/>	

4. Other baptised Catholic children.		
5. Other children who have a sibling in the school at the time of admission.		
6. Children attending one of the Catholic Partner Primary Schools in the parishes or former parishes named in criterion 3 above: Blessed Sacrament, Holy Name, Our Lady & St Philomena, Our Lady Queen of Martyrs & St Swithin and St Francis de Sales.		
7. Catechumens and members of an Eastern Christian Church <b>not</b> in full communion with Rome.		
8. Children of other Christian Ecclesial Communities whose membership is evidenced by a minister of religion.		
9. Children of other faiths whose membership is evidenced by a religious leader.		
10. Any other children.		
Which Catholic Parish does your child live in?		
Does your child have any brothers or sisters at the College? If <b>yes</b> , please give their name(s) and Year Group(s)	Yes	No
Name:	Year:	
Name:	Year:	

***If the sibling is currently in Year 11 the sibling rule will only apply if we are aware he/she is likely to return to our Year 12 the following September.***

***If the sibling is currently in Year 13 we will not be able to consider the application using the sibling relationship as he/she will not be on roll the following September.***

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 Archbishop Beck Catholic College, 55 Long Lane, Liverpool, L9 7BF.
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 P Phillips and you can contact him with questions relating to our handling of the data. You can contact them by email at [info@beck.uk.com](mailto:info@beck.uk.com)
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 email at [info@beck.uk.com](mailto:info@beck.uk.com) 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](http://ico.org.uk).

**I confirm that I have read the Admissions Policy of the college and that the information I have provided is correct. I understand that I must notify the college 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..... Parent / Carer Date.....

## **Checklist:**

### **Have you enclosed?**

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Evidence confirming membership of a Christian Ecclesial Community or other faith (where applicable).
- Proof of address (e.g. council tax, gas or electric bill)
- Have you completed and returned your local authority's Common Application Form?

## **Notes:**

### **1. Looked After Child**

A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children's Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements order or special guardianship order.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.

**Please attach a copy of the adoption, child arrangements order or special guardianship order to this form.**

### **2. Evidence of Catholic Baptism**

If an application is being made for a place at the school/academy 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/academy.

[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.]

### **3. Evidence for Catechumens**

If an application is being made for a place at the school/academy 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/academy.

### **4. Evidence of Membership of an Eastern Christian Church**

If an application is being made for a place at the school/academy 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/academy.

### **5. Evidence for Other Christian Ecclesial Communities and Other Faiths**

If an application is being made for a place at the school/academy as a member of another Christian Ecclesial Community or another faith evidence confirming membership of that Christian Ecclesial Community or faith and signed by the appropriate minister of religion or faith leader, will be required. The evidence should be provided at the same time as this form is returned to the school/academy.