



**GUNNERSBURY SCHOOL**  
**DFE NUMBER 313/5401**

**SUPPLEMENTARY INFORMATION FOR ADMISSION 2024**

<b>An application will be made to Gunnersbury for our son:</b>			
Surname:		Forenames:	
Date of birth:		Age last birthday:	
Address:			
Postcode:		Tel No: (M)	
		Tel No: (H)	
Parental email address:			
Parent/Guardian's Forename & Surname: (Address if different from child's):			
Name of Brother(s)* in Gunnersbury School on roll at the time of admission of this child:		Year/House:	
Name of Sister* in Gunnersbury Sixth Form on roll at the time of admission of this child : (*please refer to the Admissions Criteria)		Year:	
Is one parent a member of the staff at the school:	NO	YES	Name of member of staff:

<b>Information relating to Catholic Applicants – non-Catholic Applicants need not complete these fields</b>				
Catholic Parish in which you live (where applicable):				
Name of Church in which you worship (where applicable):				
Which Deanery do you live in? <i>Maps are available on gunnersbury.com – follow the links at the end of Admissions page or copies are available to consult at the School</i>				
Date of Child's Baptism/reception into Catholic Church:				
Catholic Church in which child was baptised/received into Catholic Church:				
Photocopy of Baptismal Certificate or Certificate of Reception into Catholic Church	Enclosed:	<input type="checkbox"/>	To follow:	<input type="checkbox"/>

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.

Signature: (Parent/Guardian)	Date:
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Please note:

- Applicants from other Christian denominations and other faiths may attach a letter confirming membership, from their minister or religious leader.
- You **must** complete the local authority's e-admissions form by 31 October 2023. If you do not do this you will not be offered a place.

*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 attached.*

**PLEASE RETURN THIS FORM DIRECTLY TO  
GUNNERSBURY SCHOOL  
The Ride, Boston Manor Road, Brentford, Middx TW8 9LB**

**Or**

Email an image of the completed form to [admissions@gunnersbury.hounslow.sch.uk](mailto:admissions@gunnersbury.hounslow.sch.uk)

**We strongly advise that you return your application to Gunnersbury by  
31 October 2023**

**PLEASE ENSURE THAT YOU ALSO COMPLETE YOUR LOCAL AUTHORITY APPLICATION FORM AND  
RETURN IT TO THE RELEVANT CIVIC CENTRE WITHIN THE DEADLINE**

## **ADMISSIONS PRIVACY NOTICE FOR GUNNERSBURY SCHOOL**

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Gunnersbury 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, Gunnersbury School is the admissions authority. 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
- 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 1 year, after which it will be destroyed.

**For further information please refer to the Privacy Policy on the School website or contact: Ms K Smith, Business Manager at Gunnersbury School.**