



**St. Matthew's Church of England Primary & Nursery Academy**  
**Staff Supplementary Information Form 2023-24**

**To be completed only where a parent is seeking admissions priority under the "children of staff" criterion.**

Where there are more applications than there are places, we will prioritise applications where a faith criterion has been met. Please complete and return this form to the school by **15 January 2023** or as soon as possible thereafter for admissions at the start of the Reception year.

**You must also complete a Local Authority Common Application Form.**

Please complete and return this form to the school as soon as possible for in-year admissions.

**You must also complete a Plymouth Common Application Form.**

**Please read the admissions policy, including definitions, before completing this form.**

<b>PART A – to be completed by the parent</b>	
Full name of child	
Date of Birth	

Please tick box if it describes your child's circumstances.

<input type="checkbox"/>	Criterion 4	Priority will next be given to children of members of staff <sup>20</sup> who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.
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**Privacy and Data Protection:**

Your personal data is being used by The School, Plymouth City Council and Devon County Council's Admissions Service for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed at <https://new.devon.gov.uk/privacy/privacy-notices/> Please confirm that you give your consent to the School and Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the Admissions Team at [admissions@devon.gov.uk](mailto:admissions@devon.gov.uk) or 0345 155 1019. If you wish to exercise any of your rights under the General Data Protection Regulation, please contact the Council's Data Protection Officer.

**I confirm that I have submitted a Local Authority Common Application Form.**

Parent's name		Date	
Please sign here			

If you don't return this form, your application will be considered under other criteria.

Please return this form to:

**St. Matthew's Church of England Primary and Nursery Academy,  
 1 Peregrine Road, Derriford, Plymouth PL6 5FN**

<sup>20</sup> This will be any salaried person employed at this school. Where the duties of a member of staff are undertaken at different schools, there will be admissions priority only at one school. This will be at the member of staff's base school, where he or she undertakes duties for the majority of the time. Where that cannot be identified, priority will be at the school where he or she expects to work for most of the time in the current academic year. All members of staff are an important part of the school community. This includes members of staff employed by a third party, whose duties are solely at the school.