



**For School/Academy Use Only
Details Sent to School Admissions
and Fair Access Service**

Date:

Application for a Change of School (In-Year)

You **must not** use this form to apply for a change of school place. If your Child has a Education Health and Care Plan. Please contact SENAR for details: www.birmingham.gov.uk/senar

Before completing **all** of this form please read the “Admissions Arrangement” available for viewing at: www.birmingham.gov.uk/schooladmissions

IMPORTANT: Proof of your home address MUST be provided with this form

Acceptable proof includes a photocopy of your most recent council tax bill, recent utility bill (gas, water or electric) received in the last 6 months, in the name of the person making the application. **Failure to provide acceptable evidence may affect your child’s eligibility for your preferred school.**

Part 1	Your Child’s Details
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Child’s Name:	Male/Female:
Date of Birth:	Current Year Group:
Home Address:	Post Code:
Please provide your Birmingham Council TAX Reference Number (If you live in Birmingham): Note: you can still apply if you do not live in Birmingham but your application will be considered from your current address.	

Check if the school you are applying for has any additional forms that you are also required to complete in addition to this form, these are usually required by schools that have faith criteria and are known as supplementary information form.

Part 2	School you are applying for
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LA/DFE Number:	School Name	Brother/Sister who will still be attending this school	Reasons for preference
		Full Name: DOB: Gender:	

Reason why you want your child to move to another school?
Current or Previous School:

Reasons why you want your child to move to another School?

Address of School:

LA/DFE Number:

Is your child still attending? Yes No

If no, what date did they last attend?

Date they left the school:

Is your child in care (looked after)?

Yes

No

Has your child previously been in care (looked after)?

Yes

No

If yes to either of the above, please confirm:

Name of Local Authority: _____ Name of Social Worker: _____

In the case of previously looked after children, to ensure that your child is given the highest priority against the school's oversubscription criteria please supply a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he/she was looked after immediately prior to that order being made. **Note:** some Schools give priority to children who were previously looked after outside of England and they will advise what proof they deem acceptable to prove this.

In Birmingham we operate a Fair Access Protocol. This Protocol exists to ensure that all schools admit their fair share of children with challenging behaviour. In order to assist the Local Authority in determining if your child should be considered for a place using this protocol. Please answer the following questions:

Has your child ever been excluded? Yes No

If yes, please give all dates of any fixed term and/or permanent exclusions and/or managed moves:

If your child is experiencing difficulties please explain what contact you have had with the school regarding this. When was the last meeting with school, with whom did you meet and what was the outcome?

Are there any other agencies involved with your child, e.g. Education Welfare/YOS/YISP/Connexions/Social Worker/Family Support Worker? Please provide details and name of contact(s):

Any other information relevant to this application, for example social, medical, educational or disciplinary?

Part 3	Faith
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If you have named any faith schools as a preference please complete the following details,

If Catholic:

Has your child been Baptised Catholic or received into the church? Yes No

Date of Baptism: _____ Name of Church: _____

If Church of England:

Do you attend church regularly? Parent: Yes No
 Child: Yes No

If Muslim: Which Mosque does the pupil normally attend? _____

If other faith: Please provide any relevant details: _____

Please ensure that you have completed any supplementary information forms that are required by your preferred school. Failure to complete supplementary information forms may affect the outcome of your application.

Part 4	To be completed by Head Teacher or Principal of your child's current or most recent school.
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I confirm that the information provided by the applicant on this application is correct? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of person completing this declaration:
Position:
Signature:
Date:

Before signing and dating the declaration below please ensure that section 1 – 4 are complete and you have provided any necessary documentation.

Part 5	Declaration by parent/carer
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I declare that the information I have given on this form is correct. I understand that, if at a later date, this information is found to be incorrect the school place offered to my child may be withdrawn.

Title: _____

Full Name: _____

Contact details: Home tel. no.: _____ Mobile tel. no.: _____

Email: _____

Relationship: (If selected "other", provide details) _____

Signed: _____

Date: _____

Aston Tower Community Primary School

Privacy Notice (How we use pupil information)

Aston Tower Community Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Aston Tower Community Primary School upholds are imposed on the processor.

The Data Protection Officer, Deborah Ward, can be contacted on d.ward@astontower.bham.sch.uk or 0121 327 0339.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Assessment Information
- Relevant medical information
- Special educational needs information
- Exclusions and behavioural information
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Why we collect and use this information

Aston Tower Community Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information about individual pupils) (England) Regulations 2013.

In accordance with the above the personal data of pupils and their families is collected and used for the following reasons:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to safeguard pupils
- to comply with the law regarding data sharing

Storing pupil data

At Aston Tower Community Primary School we hold pupil data in accordance with our GDPR Data Protection Policy and Retention Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- the NHS
- Services for Education

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

Aston Tower Community Primary School are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

The DfE may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Deborah Ward on 0121 327 0339 or at d.ward@astontower.bham.sch.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way Aston Tower Primary School is collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact: Deborah Ward on 0121 327 0339 or at d.ward@astontower.bham.sch.uk