**Application Form**

**Please read these notes carefully and retain them for your records.**

**Special educational needs**

This application form should **not** be used to apply for school places for children with an Education Health and Care Plan or a Statement of Special Education Needs. You should instead contact your child’s SEND case worker for further advice. For more information about Wiltshire’s SEND Service, call **01225 757985 option 5.**

This form can be used to apply for a place at either of the Clarendon Federation Schools. You will be notified of the outcome of your application by letter. Admissions and appeals the schools are the responsibility of the Federation Governing Body. If it is not possible to agree to your request for a school place, you would have the right to appeal to an independent panel. More information about this, if relevant, will be given in the notification letter.

**Getting your child to school**

When considering changing your child’s school, or if moving into the area, you need to consider very carefully how your child will travel to school. Parents have a responsibility for getting their child to school. In order to qualify for transport assistance certain conditions, have to be met.

**Contact details**

Useful information is available on:

[www.clarendonjuniorschool.co.uk](http://www.clarendonjuniorschool.co.uk), Tel: 01980 607007 for the Junior School

and

[www.clarendoninfants.com](http://www.clarendoninfants.com), Tel: 01980 843381 for the Infant School

The address for both schools is: Ordnance Road, Tidworth, Wiltshire, SP98 7QD

This notice explains how we use your personal data.

Wiltshire Council is registered as a data controller with the Information Commissioner's Office. Full details of the registration are available at [**ICO register of data controllers**](https://ico.org.uk/ESDWebPages/Entry/Z1668953)**.**

1. **Data Controller Contact Details**

Queries about data can be sent to Information Governance, Wiltshire Council, Bythesea Road, Trowbridge, Wiltshire BA14 8JN

The Council’s Data Protection Officer may be contacted through the above address or by email at [**dataprotection@wiltshire.gov.uk**](mailto:dataprotection@wiltshire.gov.uk) **–** *Please note this email address is for enquires about how we use your data only. Please email admissions@wiltshire.gov.uk for application queries.*

1. **Purpose of processing**

The **School Admissions Team** will process your personal information for the following purposes:

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| * Maintaining our own accounts and records | * The provision of social services |
| * Provision of education and allocation of school places * Undertaking research * Local fraud initiatives | * Corporate administration and all activities we are required to carry out as a data controller and public authority |
| * Data matching under local and national fraud initiatives | * Managing archived records for historical and research reasons |

1. **Legal basis for processing data**

Our processing is lawful because at least one of the following will apply:

1. processing is necessary for compliance with a legal obligation to which the Council is subject; School Admissions Code 2014, School Admissions Appeals Code 2012, Education Act 1996, School Standards Framework Act 1998, Infant Class Size Regulations 2012, School Admissions Regulations 2012.
2. processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council;
3. **Recipients**

|  |  |  |
| --- | --- | --- |
| * Parents/guardians/carers or representatives | | * International law enforcement agencies and bodies |
| * Healthcare, social and welfare organisations * Local and central government | | * Partner agencies, approved organisations and individuals working with the police |
| * Educators and examining bodies | | * Survey and research organisations |
| * Service providers and schools | | * Local and central government |
| * Courts and tribunals | * Regulatory bodies | * Ombudsman and regulatory authorities |
| * Appeal panels | * Housing associations | * Professional advisers and consultants |
| * Professional bodies | * Police forces |  |

Where necessary and lawful, or when required by legal obligation, we may share information with relevant professionals in other agencies in pursuance with our legal duties.

1. **Retention Period**

Wiltshire Council will process your personal data for the above purposes for no longer than necessary. Full details of [our retention schedule](http://www.wiltshire.gov.uk/freedom-of-information) can be found here: [www.wiltshire.gov.uk/schools-learning-privacy](http://www.wiltshire.gov.uk/schools-learning-privacy)

1. **Your rights**

Your rights are set out in in Articles 13 to 22 of the [General Data Protection Regulation 2016](http://ec.europa.eu/justice/data-protection/reform/files/regulation_oj_en.pdf) and include:

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| * The right to access your personal information, to request rectification or erasure of certain personal information and to object to processing in certain circumstances |
| * The right to withdraw any consent you may have given to process your personal information |
| * The right to complain to the Information Commissioner if you feel we are processing your personal information unlawfully |
| * The right to restrict processing activity in certain circumstances |
| * The right to object to certain types of processing activity |

The information you provide will enable us to carry out our statutory responsible as a Local Authority. Failure to provide us with accurate information may result in the offer of a school place being withdrawn. May 2018.

**Application form**

This application form should only be completed by a person who has **parental responsibility** for the child.

Please complete one form per child.

You should **not** complete this if your child has a Statement of Special Education Needs or an Education, Health and Care Plan. You should instead contact your case worker if you wish your child to transfer schools.

Please read the attached notes before completing this form. Once completed, email to**:**

[**admin@clarendon-jun.wilts.sch.uk**](mailto:admin@clarendon-jun.wilts.sch.uk) **for the Junior School (children in Years 3 – 6)**

**or**

[**admin@clarendon-inf.wilts.sch.uk**](mailto:admin@clarendon-inf.wilts.sch.uk) **for the Infant School (children in Years R – 2)**

**alternatively, post to the preferred school at Ordnance Road, Tidworth, Wiltshire, SP9 7QD**

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| **Section 1: Applicant Details**  **If you do not have parental responsibility for this child, we will not be able to process the application.**  Title Surname Forename  Your address, including postcode, at the time of application:    Mobile phone number Home phone number  Work phone number   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   E-mail  **Do you have parental responsibility for this child?** Yes  **Your relationship to the child**  Should more than one parent have legal responsibility for this chid, both parents must be in agreement regarding the schools requested.  Are you looking after this child on behalf of the parent or guardian? (Y or N)?  If you are caring for someone else’s child for more than 28 days and are not an immediate relative, you may be private fostering and it is a legal requirement that you contact the local authority on 0300 456 0100. Further information is available at [**www.wiltshire.gov.uk/privatefostering**](http://www.wiltshire.gov.uk/privatefostering) |

**Section 2: Child’s Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Child’s legal surname |  | Forename(s) | |  | | | |
|  |  |  | |  | | | |
| Known as |  |  | |  | | | |
|  |  |  | |  | | | |
| Date of birth |  | Male |  | | Female |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current year group |  |  | Current School |  |
|  |  |  |  |  |
| Date last attended | | | |  |

|  |  |  |
| --- | --- | --- |
| Was your child a **delayed entry** at reception (Y or N)? |  |  |

|  |  |  |
| --- | --- | --- |
| If you answered **Y** to above, please advise of current year group |  |  |

**Section 3: Child’s address details**

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| Child’s current home address including postcode: |

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| New address, if moving house, including postcode: |

|  |  |
| --- | --- |
| Expected date of move |  |
|  |  |
| Please enter date from which admission is required |  |

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| **Section 4: Criteria**  **Please complete this section if any of these apply:**  Is the child a Looked After Child (Y or N)? This means a child in the care of a local authority.  If yes, which local authority?  Is the child a **previously** Looked After Child (Y or N)?  If you have answered **yes** to either of the above questions, please provide a copy of the relevant order.  Please refer to our finding a school place guide at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) for the definition of a previously looked after child.  Is this child from a serving **Forces or Crown Servant Family**(Y or N)?  If you have answered **yes** to this question, and you are moving to a new house due to a forces move, please provide proof of your posting to your new address. This will enable us to use your *new* address as the basis for your child’s priority for admission to your preferred schools.  Are you a **member of staff** at any school for which you are applying? (Y or N)?  If you have answered **yes** to this question, please ensure proof is provided. Please refer to our finding a school place guide for further information.  If you require further information on any of the above, this can be found at: [**http://www.wiltshire.gov.uk/schools-learning-forms-guides-policies**](http://www.wiltshire.gov.uk/schools-learning-forms-guides-policies) |

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| **The information below is collected to establish whether the child’s application should be considered in accordance with Wiltshire Council’s fair access protocol. Full details of the protocol can be found at www.wiltshire.gov.uk.**  Please complete boxes as applicable below:  Is this child a refugee or asylum seeker (Y or N)?  Is this child a Gypsy, Roma, Traveller (Y or N)?    Is this child a carer (Y or N)?  Has this child been out of education for longer than one school term (Y or N)?  Is this child currently being home educated (Y or N)? |

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| **Section 5: Declaration**  The data collected on the attached application will only be used for the purpose of admission to a school as explained within these guidance notes. In order to process your application, it may be necessary to share the information collected on this application with schools, within the local authority and with other local authorities Wiltshire Council has a duty to protect personal information belonging to the public. The council is a data controller, registered with the Information Commissioner’s Officer to process personal data. Wiltshire Council processes all personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).  I certify that the information I have provided is true to the best of my knowledge and understand that any false or deliberately misleading information provided in this form or supporting papers may render this application invalid and could lead to the withdrawal of an offer of a school place for my child. I also give my consent for the School Admissions Team to contact relevant agencies in order to validate this application.  Signed Date |