

Privacy Notice

For Admissions and Access to Education

Purpose for processing your information

The school admissions team is the coordinator body for the application process for schools and academies and the initial contact point for school admissions related enquiries.

We collect the following information:

Information we request from you is for the purpose of processing your school application. These are: full name of your child, date of birth, home address, parent/carers full name, address if different from your child, your contact details including phone numbers and email address, council tax number, current or previous education provision, professional supporting documents if relevant to your application, background education history if applying for as an in-year admission, country of origin if a new arrival to the country and length of stay in the UK.

This information is only used for the intended purpose but if we intend to use it for any other purpose; we will normally ask you first. In some cases, the council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud, or if there is a risk of serious harm or threat to life.

How we collect your information

The initial application for a school place can either be submitted online or a hard copy paper. Additional information will be requested either by letter, email, telephone or face-to-face.

Who the information is shared with

The admissions team may also use your information for other legitimate purposes and may share (where necessary) with other council departments and external bodies responsible for administering services to children and young people. Reasons for sharing information with the internal and external bodies will be; to enable the processing of school applications to fulfil the council's safeguarding duty and comply with the Prevent Strategy, to provide central government bodies with mandatory data returns; the Home Office to notify of potential illegal immigration and the police may request information at any time as part of a criminal investigation.

Internal bodies are; the Special Educational Needs and Disability (SEND) Service, the Virtual School, the Data Team, the Family Support Service, the Multi-Agency Support Hub (MASH) Team and Safeguarding Service, the Early Years' Service, Governance and Legal Services.

External bodies are; schools/academies (previous, current and applied for); other councils/boroughs and the police. Central government bodies comprising of the Department for Education, the Local Government Ombudsmen and the Office of the School Adjudicator; the Home Office and the Department of Work and Pension.

For the purpose of validating proof of address, the school admissions team will refer to data held by any of the services mentioned above, internal council tax records, the housing team and fraud team.

Continued overleaf

7. Child who has entered or re-entered the UK within the last 6 months

Child's date of entry to the UK

Anticipated length of stay

Child's country of origin

Will your child require English language support?

Yes No

8. Fair Access Admissions

If it is not possible to secure a school place within a reasonable time of registering an in-year application your case may be referred for a placement in accordance with Fair Access arrangements. Further information can be found on page 1 of the guidance notes. If it is necessary to make a referral, the Fair Access Panel will need as much information as possible to make an informed decision. Add any supporting notes in the additional information box below. **Please tick if your child:**

- Is new to the area with a high level of need including special education needs, disabilities, or medical conditions and without an EHC plan
- Returning from a Pupil Referral Unit or Alternative Provision who needs to be integrated into mainstream education
- Has had significant attendance problems
- Other hard to place pupils (as determined by the school admissions team)

9. Additional Information – including any medical or social needs

Please use this space to state reason(s) for applying for a school place in year. If your child has special needs or requirements that the school would need to be aware of please detail below and attach additional evidence if appropriate.

10. Declaration

- I wish to apply for a place at each of the schools named in part 6, and I have listed these schools in my order of preference.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn. I understand that other council services may be consulted in this connection.
- I certify that I am the person with parental responsibility for the child named above and that the information given is true to the best of my knowledge and belief.

Parent's/Carer's Signature

Date:

324_A41



DATE RECEIVED

Primary In-Year Admission Common Application Form

Please read the guidance notes prior to completing the form and return completed to the:

**School Admissions Team, Hammersmith & Fulham Council,
145 King Street, London W6 9XY**

OFFICE USE ONLY

YEAR GROUP

PUPIL ID

PWSP

LETTER CODE – ACK

1. Details of Child

First name

Surname

Please tick:

Boy Girl

Child's date of birth

Child's home address

Name of local authority

Council tax number

Postcode

2. Details of Parent or Carer

Title

First name

Surname

Home telephone

Relationship to child (e.g. mother, father, etc)

Work telephone

Mobile

Email address (please PRINT)

Address (if different from above)

Postcode

Other contact: (optional)

Name

Relationship to child

Mobile

Email address (please PRINT)

3. Children in Public Care

Is your child Looked After by a local authority? Yes No

Was your child previously looked after but was then adopted or became subject to a child arrangement order or special guardianship order? Yes No

4. Background Information

Does your child have a statement of Special Educational Needs or Education, Health and Care Plan? Yes No

If **YES**, do not complete this form please contact the special educational needs team on 020 8753 1021.

Has your child been permanently excluded from a previous school? Yes No

If **YES**, please provide details in the additional information box part 9 including name of school, dates of exclusion and reason for exclusion.

5. Educational History

Is your child presently attending school? Yes No

If YES:

Please provide details of your child's current school

School name

School address

Postcode

Start date

If NO:

Please confirm the details of last school attended and state reason your child is out of school (include details of overseas school if applicable)

School name

School address

Postcode

Start date

Leaving date

Reason for leaving

6. School Preferences

Please name up to 6 school preferences from the schools participating in the locally co-ordinated admissions scheme listed on page 2 of the guidance notes. The schools on the list marked with an asterisk * will also require an additional supplementary information form to be returned directly to the school.

1st preference school

Name and address of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Please tick:

Boy Girl

Reason for application:

4th preference school

Name and address of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Please tick:

Boy Girl

Reason for application:

2nd preference school

Name and address of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Please tick:

Boy Girl

Reason for application:

5th preference school

Name and address of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Please tick:

Boy Girl

Reason for application:

3rd preference school

Name and address of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Please tick:

Boy Girl

Reason for application:

6th preference school

Name and address of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Please tick:

Boy Girl

Reason for application:

Form continues on page 4

Privacy Notice For Admissions and Access to Education (continued)

How long do we keep your information?

The admissions team will keep your application record for 3 years. After this time, it will be deleted.

Your rights and access to your information

You have the right to request a copy of the information that we hold about you.

The new General Data Protection Regulation also gives you additional rights about the information we hold about you and how we use it, including the right to:

- Withdraw consent and the right to object and restrict further processing of your data; however, this may affect service delivery to you.
- Request to have your data deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.
- Request your data to be rectified if it is inaccurate or incomplete.
- Have your data transferred or copied should you move to another authority.
- Not be subject to automated decision-making including profiling.

To submit a subject access request, email:
school.admissions@lbhf.gov.uk

If you have any concerns

Please contact us if you would like to know more about the information we hold about you and how we use it. The school admissions team can be contacted on tel: 020 8753 1085 between 9.00am-2.00pm, Monday to Friday. You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please email: **school.admissions@lbhf.gov.uk**. Your concerns will be investigated through the council's complaints procedure.

If you are not satisfied with the council's response you have a right to complain to the Information Commissioner's Office (ICO). You can report a concern by visiting the ICO website: **www.ico.org.uk/concerns/handling/**

Changes in your circumstances

You must notify us immediately if there are any changes in your circumstances and personal details so we can maintain an accurate and up to date record of your information.

↑ PLEASE TEAR HERE ↑

Please tear off and keep this privacy policy for your reference. Tear along the fold as indicated, then return pages 1-4 of the completed form.