

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 6 weeks 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. **Please tick if your child:**

- | | | | |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Is a refugee/asylum seeker | <input type="checkbox"/> Is a carer | <input type="checkbox"/> Has had attendance problems | <input type="checkbox"/> Is seeking a place in year 11* |
| <input type="checkbox"/> Is homeless | <input type="checkbox"/> Is known to the police or is returning from the criminal justice system | <input type="checkbox"/> Has a disability or medical condition | |
| <input type="checkbox"/> Is a traveller | | | |

*Please note that it is very disruptive to a child's education to transfer to another school during Year 11 and where possible you are advised to avoid such a move. For all year 11 applications you are asked to provide a report from their present or previous school indicating your child's level of achievement and attainment. This information is required to determine the most appropriate educational provision at this stage of their statutory schooling.

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

Secondary 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)

