

## Application to transfer between schools (In year transfer)

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 any state school in Wiltshire, including academies. You will be notified of the outcome of your application by letter. Admissions and appeals for **community** and **voluntary controlled** schools are the responsibility of Wiltshire Council. Admissions and appeals for **academies**, **foundation schools** and **voluntary aided schools** are the responsibility of the Academy Trusts of those schools. 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.

The law enables parents to express a preference. Parents should note that the admissions authorities cannot guarantee a place for any child at their preferred school, even where they move into the school's catchment area.

### Timeframes for processing and deciding application forms

Please note that if an application is received **too early** it may be returned to you. The table below gives the earliest date applications can be submitted and when they are considered. Decision letters should be posted within 20 school days of either the date in the last column or, if your application is later than this, receipt of your form at County Hall. At busy periods there may be delays.

| Date admission being sought | Earliest application should be submitted | Applications will be processed from |
|-----------------------------|--|-------------------------------------|
| January to March            | 1 September                              | 31 October                          |
| April to July               | 1 January                                | 15 February                         |
| September to December       | 1 April                                  | 31 May                              |

### 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.

Further information regarding the entitlement to home to school transport can be found at [www.wiltshire.gov.uk/schoolseducationandlearning/schoolstransport](http://www.wiltshire.gov.uk/schoolseducationandlearning/schoolstransport)

### Contact details

Useful information is available on our website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk). Alternatively, please contact our Customer Services Team on **01225 713010** or email [admissions@wiltshire.gov.uk](mailto:admissions@wiltshire.gov.uk). Our postal address is The School Admissions Team, Wiltshire Council, County Hall, Trowbridge, Wiltshire, BA14 8JN.

Please retain this information for your reference.

## DATA SUBJECTS' INFORMATION

Please retain this information for your reference.

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**.

### 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** – *Please note this email address is for enquires about how we use your data only. Please email admissions@wiltshire.gov.uk for application queries.*

### 2. Purpose of processing

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

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

### 3. Legal basis for processing data

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

- (a) 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.
- (b) 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;

### 4. Recipients

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.

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

### 5. Retention Period

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

### 6. Your rights

Your rights are set out in in Articles 13 to 22 of the General Data Protection Regulation 2016 and include:

- 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.

## In Year Transfer Application form

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

It should be used if you wish to transfer your child to a Wiltshire school. 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 **admissions@wiltshire.gov.uk** or post to, the School Admissions Team, Wiltshire Council, County Hall, Trowbridge, Wiltshire, BA14 8JN.

### 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 child, 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)**

Until 31 December 2020, all European Economic Area ('EEA') and Swiss national children will continue to have the right, under UK immigration law, to enter the country to access a school. Any EEA or Swiss national arriving in the UK by 31 December 2020 is eligible to apply to the EU Settlement Scheme, and continue to be able to study in schools in England as they do now if their application is successful.

Please confirm the child's eligibility for a place at a state funded school by stating the nationality of the applicant in this box:

**If the child is not a resident in the European Economic Area, please provide a copy of the visa or UK residence card.**

## 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

Child's current home address including postcode:

New address, if moving house, including postcode:

Expected date of move

Please enter date from which admission is required

## 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 applying on **faith grounds?** (Y or N)?

Please contact the school directly if applying on faith grounds as you may need to complete a supplementary application form. Do not send supplementary forms back to the Local Authority, they **must** go back to the school.

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.

Does the child, parent or family have any **medical needs** that mean that the child must attend this particular school (Y or N)?

If you have answered **yes**, you must also provide evidence, including documentary proof from a specialist, which shows that it would be detrimental to the health of the child, parent or family if they were not admitted to the preferred school.

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>

**The information below is collected to establish whether the child's application should be considered in accordance with Wiltshire Council's In-year fair access protocol. Full details of the protocol can be found at [www.wiltshire.gov.uk](http://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)?

## Section 5: Your preferences

Please enter the name of your preferred school(s). You can name up to three schools. Information about the admissions criteria for any school in Wiltshire can be viewed at:

[www.wiltshire.gov.uk/schoolseducationandlearning/schooladmissions/admissioncriteria](http://www.wiltshire.gov.uk/schoolseducationandlearning/schooladmissions/admissioncriteria)

This information will enable you to assess what order of priority will be given to each preference. The admissions criteria will also indicate whether you need to complete a supplementary form or provide additional supporting information for each of your preferences.

Where spaces are available each of your preferences will be assessed against the schools published admission criteria. If a place can be offered at more than one of your preferred schools then you will be offered the school which is ranked highest on your list of preferences.

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### Your first preference school

School name & location:

If you have any other children currently attending this school, please enter their details here. (You only need to enter the details of the youngest one if there is more than one sibling.)

Forename:

Surname:

dob:

Reasons for preference:

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### Your second preference school

School name & location:

If you have any other children currently attending this school, please enter their details here. (You only need to enter the details of the youngest one if there is more than one sibling.)

Forename:

Surname:

dob:

Reasons for preference:

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### Your third preference school

School name & location:

If you have any other children currently attending this school, please enter their details here. (You only need to enter the details of the youngest one if there is more than one sibling.)

Forename:

Surname:

dob:

Reasons for preference:

**Section 6: 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 Office 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