

St John's Catholic Primary School, Wingfield Road,
Trowbridge, BA14 9EA.

email : admin@st-johns-trowbridge.wilts.sch.uk

IN-YEAR APPLICATION FORM			
PLEASE NOTE: <i>There is a different procedure for children with an Education, Health and Care Plan (EHCP). If your child has an EHCP, please do not complete this form but contact the Special Educational Needs Team of the Local Authority to apply for a place.</i>			
CHILD DETAILS:			
Full Name of Child			
Date of birth:	___ / ___ / ___	Year Group:	
Home address (<i>this must be the address where your child is normally resident. Evidence of address may be required</i>). If you're moving to a new house, you must provide independent confirmation of the new address e.g. a solicitor's letter confirming exchange of contracts and a completion date or a copy of a rental agreement.			
Postcode:			
When would you like this child to be admitted?	___ / ___ / ___		
Is this child in the Care of a Local Authority or was this Child in Care until being adopted, made the subject of a child arrangements order or made the subject of a special guardianship order? See Definition below. Yes / No (<i>delete as applicable</i>)	If Yes, please give details, including who the school can contact for confirmation e.g. name of Local Authority, name of Social Worker.		
Was this child in state care outside of England and then ceased to be in state care as a result of being adopted? See Definition below. Yes / No (<i>delete as applicable</i>)	If Yes, has a Local Authority and/or a Virtual School Head had any involvement with this child? Yes / No (<i>delete as applicable</i>) If Yes, please give details, including who the school can contact for confirmation e.g., name of Local Authority, name of Virtual School Head.		
Is the child a Catholic? Yes / No (<i>delete as applicable</i>)	If Yes, you must provide a copy of a certificate of baptism or of reception into the Church. See Supporting Evidence below.		
Is the child a Catechumen? Yes / No (<i>delete as applicable</i>)	If Yes, you must provide a copy of a certificate of reception. See Supporting Evidence below.		

Does this child have a brother or sister attending the school? Yes / No (<i>delete as applicable</i>)	If Yes, please give the full name and date of birth.
Has the child been permanently excluded from two or more schools in the last two years? Yes/ No (<i>delete as applicable</i>)	If Yes, please give dates.
If you wish, you may give reasons for wishing your child to be admitted to the school:	

APPLICANT DETAILS:	
Your name:	Relationship to the child:
Your address (<i>if different to the child's address</i>):	
Postcode:	
Daytime telephone number:	Email address:
Do you have parental responsibility for the child? Yes / No (<i>delete as applicable</i>) If No, please explain why you are applying, rather than a person with parental responsibility.	

Supporting Evidence

1. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. For someone to be treated as Catholic, written evidence of Catholic baptism or reception into the Church must be provided with your application. This will normally be a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. A looked after child living with a family where at least one of the parents is confirmed as being Catholic, will be considered as Catholic.
2. **'Catechumen'** means a member of the catechumenate of a Catholic Church. For someone to be treated as a Catechumen, written evidence must be provided with your application. This will normally be a certificate of reception into the order of catechumens. Children must be at least 7 years old to be a Catechumen, so the Oversubscription criterion category no. 5 of our admissions policy, cannot be applied to any child less than 7 years old.

Definition

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g., children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order including those who appear to the governing body to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Where appropriate, the school may request parents/carers to provide evidence to confirm that a child meets this definition.

Admissions Policy

Applicants are advised to read the school's admissions policy, that includes the Oversubscription criteria that would be used if there are more applications than places available. The policy is available on the school website and from the school office.

Local Authority

This application and/or details of it may be shared with the Local Authority, as the school is legally required to notify the Local Authority of all applications it receives. Applications for Looked After and Previously Looked After Children may also be shared with any relevant Local Authority and/or Virtual Schools Head, to help determine Looked After or Previously Looked After status.

Declaration

I confirm that the details in this application are accurate.

Signature.....**Date**.....

Please return this form, and any supporting evidence if applicable, to the school using the above postal or email address.

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are St John's Catholic Primary School, Wingfield Road, Trowbridge, BA14 9EA.
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.

3. The person responsible for data protection within our organisation is One West, Bath but the School Business Manager should be contacted in the first instance with questions relating to our handling of the data either by ringing the school or using the email address admin@st-johns-trowbridge.wilts.sch.uk.
4. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
10. To read about your individual rights you can refer to the School's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by using our school complaints procedure. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.