

Avanti Meadows Primary School Application Form for Primary 2020

This form can be used to make a primary application for September 2020 to Avanti Meadows Primary School. You can **only** apply for Avanti Meadows Primary School using this form.

If you live in Hertfordshire, you may also make an application for up to 4 other schools, as part of the primary process, using Hertfordshire County Council's online application form at www.hertfordshire.gov.uk/admissions

Applications for September 2020 must be made between 4 November 2019 and 15 January 2020. If your child has an Education, Health and Care (EHC) plan that names a school, a different application process applies. More information can be found at www.hertfordshire.gov.uk/admissions

Parent/Carer details:

Title: <i>(e.g. Mr, Mrs, Dr)</i>			
First name:			
Family name:			
Relationship to Child: <i>(e.g. Mother, Father, Foster Parent, Social Worker)</i>			
Phone number:			
Email address:			
Is the child's address the same as the parent/carer address?	Yes / No		
If your address is different to the child's, please enter your address below:			
Address:			
Town:			
County:		Postcode:	

Child's details:

First name:			
Family name:			
Date of birth:		Gender:	Male / Female
Address:			
Town:			
County:		Postcode:	

Education, Health & Care Plan (EHCP):

Does your child have an Education, Health and Care Plan that names the school?	Yes / No
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Child Looked After:

Is your child looked after or was previously looked after and is now adopted or with a child arrangement or special guardianship order?	Yes / No
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Please note: If your child is looked after or was previously looked after, you must send a supporting letter from the child's social worker and/or advisory teacher by 15 January 2020. Please send all supporting evidence to Admissions & Transport (CHR102), County Hall, Pegs Lane, Hertford, SG13 8DF or email it to transfer.admissions@hertfordshire.gov.uk

Child Previously Looked After Outside of England:

Was your child previously looked after by the state outside of England and subsequently adopted?	Yes / No
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Please note: Applications will be considered under this rule and accepted if the child's previously looked after status and adoption is confirmed. Hertfordshire's "Virtual School" will be asked to verify all such applications.

Children of Staff:

Will the child have a parent/carer employed to work at the school?	Yes / No
If 'Yes', what is the name of the staff member employed at the school?	

Declaration:

Please complete the declaration below to confirm:

- you have parental responsibility for this child, or have completed the application on behalf of someone with parental responsibility.
- all the information you have given on this form is correct.
- you will inform the Admissions & Transport Team if any of the information submitted on the application changes.
- you understand the information will be shared as outlined in the Admissions and Transport Privacy Notice.

Your name:	
Your signature:	
Date:	

Please return the completed form to the Admissions & Transport team **by 15 January 2020:**

Admissions & Transport (CHR102)
County Hall, Pegs Lane
Hertford, SG13 8DF



Why we need your information

The data on this form is being gathered for school admissions and transport purposes. Hertfordshire County Council will use this information to allocate school places and assess home-school transport entitlement.

As a Local Authority Hertfordshire County Council has a statutory responsibility to coordinate the allocation of school places under the provisions of School Standards and Framework Act 1998 and the School Admissions Code 2014. The Education and Inspections Act outlines the county council's responsibilities with regard to the provision of home-school transport for 5-16 year olds. The information you have provided will be used to allow us to fulfil these duties.

What we will do with your information

The information you give us will be held by the Admissions and Transport team within Hertfordshire County Council and will only be used for admissions and transport purposes. In order to deliver this service we will share your information with:

- schools within Hertfordshire for which you have made an application or the allocated school if this is different (for example a Non Ranked Allocation)
- other local authorities if a school you have applied for is outside Hertfordshire (who will share your information with any schools you applied for within their LA)
- the HCC Appeals team and members of the Independent Appeal Panel, if your application for a school is unsuccessful and you submit an appeal
- the Environment Department and transport contractor, if your child is entitled to home-school transport

We will also share your data and it may also be used:

- to cooperate with our partners in health and youth justice to improve the wellbeing of children in Hertfordshire as required by the Children Act 2004. Information shared between partner organisations is proportionate and only given when it is necessary to help those partner organisations
- provide statistical data to other organisations (for example the Department for Education, academic institutions or independent researchers with a legitimate need for information for their research or for our own internal research, statistical analysis or statistical surveys)
- consider the effectiveness of alternative admission arrangements to improve the service provided

We may also share information with third parties if we are legally obliged to do so, for example if it is necessary to safeguard or protect a child.

We may also share information with the police or other agencies if it is necessary for the following purposes:

- a) the prevention or detection of crime
- b) the apprehension or prosecution of offenders
- c) the assessment or collection of any tax or duty or any imposition of a similar nature

All admissions application data is stored securely and maintained in accordance with data protection legislation. Hertfordshire online systems that are publicly available for entry of personal application data are regularly independently tested to assess risk of penetration and to guard against unauthorised entry for access to personal or any other data. This includes ensuring that the username and password access meets industry level 3 standards.

Applicants who choose to make their applications on the paper form will have their details entered directly by Hertfordshire County Council officers. We will not share personal data for admissions and transport applications with anyone except schools and other admissions authorities that require the data in order to process applications for schools within their own authority.

How long we will keep your information

For the majority of pupils the information that you supply to us will be kept on file for 3 years after the end of compulsory education.

For pupils with an Education, Health and Care Plan date will be retained for 35 years after the child's date of birth.

What are your rights?

Hertfordshire County Council will be the Data Controller for this information.

You have a number of rights over the data we collect and hold about you.

- You have the right to be informed about what information we hold about you and how we use it.
- You have the right to request copies of any information the Council holds about you by making a subject access request.
- If information we hold about you is factually inaccurate you have the right to have it corrected.
- You have the right to object to the way we are using your data.
- You have the right to request that your data is deleted. However we may be unable to delete your data if there is a need for us to keep it. In this case you will receive an explanation of why we need to keep the data.
- You can also request that we stop using your data while we consider a request to have it corrected or deleted. There may be some circumstances in which we are unable to do this however we will provide an explanation if this is the case.
- In certain circumstances you may also request data we hold about you in a format that allows it to be transferred to another organisation.
- In the event that decisions are taken using automated processes you have the right to request that these decisions are reviewed by a member of staff and to challenge these decisions.

If you would like to request copies of your data, request that your data is deleted or have any other queries in relation to data which the Council holds about you please contact the Data Protection Team.

Data Protection Team
Hertfordshire County Council
County Hall
Pegs Lane
Hertford
SG13 8DQ
Tel: 01992 588099
Email: data.protection@hertfordshire.co.uk

You can also contact our Data Protection Officer at dataprotection.officer@hertfordshire.gov.uk or in writing to the address above.

If you are unhappy with the way that Hertfordshire County Council has used your data or with the way we have responded to a request you also have the right to contact the Information Commissioner's Office www.ico.org.uk