



IN-YEAR APPLICATION FORM ST ADRIAN'S CATHOLIC PRIMARY SCHOOL AND NURSERY

PLEASE USE BLOCK CAPITALS		
Child's Details		
Intended start date:		
First name:		
Middle name:		
Family name:		
Your child's permanent address (at time of application)		
Address:		
		Postcode:
<i>If you have a sibling (brother or sister) at this school, enter their name and date of birth:</i>		
Parent / Carer Details		
Title:		
Forename:		
Surname:		
Your relationship to the child: (e.g. mother/father/carers/stepmother/father/ social worker)		
Address: [if different from child's permanent address]		
		Postcode:
Contact email address:		
Contact telephone numbers	Daytime:	Mobile:
Details of Child's Religion		
If Catholic, name of Catholic Parish in which you live:		

If Catholic, Church where child was baptised and date of baptism (certificate required):		
If Catholic, name and position priest providing Certificate of Practice:		
If a catechumen name and position of the priest providing evidence:		
If a member of an Eastern Christian Church name and position of the priest/minister providing evidence:		
If Christian, but non Catholic, please state name of other Christian denomination:		
If a member of any other religion, please state name of other faith or indicate no faith or prefer not to say if applicable:		
If a member of a non Catholic denomination or faith, whether Christian or not, name and position of religious leader supplying letter confirming membership:		
Signature of parent/carer:		
OFFICE USE ONLY:	Date Received:	
	Distance:	

BAPTISMAL CERTIFICATE AND CERTIFICATE OF CATHOLIC PRACTICE:

If applicable, please attach a copy of your child's baptism certificate and a Certificate of Practice (available from your Parish Priest) and return to the school office

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information will be held securely and will be used only for local authority purposes.

I agree to St Adrian's Catholic Primary School using this information to consider my application for a school place. I understand that if any part of this completed application form is found false, the offer of a place will be withdrawn, even if the child has already started.

I understand that the completion of an application form does not guarantee a place in the school.

Signature of parent/guardian: Date:

Thank you for completing this information.

Notes to parent/carers

How the information on this form will be used:

By completing this form and signing the declaration you are agreeing for St Adrian's Catholic Primary School, if they are oversubscribed, to check whether your child's details meet the school's published admission rules and if he/she can be offered a nursery place.

Any personal data collected will be treated as confidential under the principles of the Data Protection Act 1998. We will not use the data for any other purpose, nor will we share your data with any third parties other than the Department for Education (for statutory reporting), Hertfordshire County Council departments who may from time to time send you advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or of benefit to your child, and your local children's centre who support the local authority by assisting families to access the services that children are entitled to.

Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order.

Eligibility will be based on your declaration that your child was formally a looked after child and on the evidence of their status e.g. a copy of the relevant order. This form, and a copy of the relevant order, should be seen by the school, and they will confirm with Hertfordshire County Council that they have seen confirmation and enable a place to be offered under this criteria.

ADMISSIONS PRIVACY NOTICE FOR ST ADRIAN'S CATHOLIC PRIMARY SCHOOL & NURSERY

St Adrian's Catholic Primary School & Nursery is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.

We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, St. Adrian's Catholic Primary School is the admissions authority. The information you provide to us on your Supplementary Information Form (SIF), any supporting papers or appeal documentation you provide will be used to:

- ☐ Process your application
- ☐ Consider Admission Appeals

We may also use this data for the following purposes:

- ☐ Forward planning as part of school budget, forecasting and reorganisation proposals
- ☐ To assist in the development of policy proposals
- ☐ For the prevention and/or detection of crime or fraud

- ☐ For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified

In order to administer admissions to this school the following information may be collected by us:

- ☐ Name and date of birth
- ☐ Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes
- ☐ Supplementary information i.e. information on religious affiliation and status
- ☐ Parent name and contact details
- ☐ Details of baptism and/or Catholic practice
- ☐ Information on parish of residence.
- ☐

Agencies we will share the information with:

- ☐ The Department for Education, to comply with statutory data collections
- ☐ The LA, to verify the information provided so that the admission scheme/process can be accurately administered
- ☐ Admission Appeal panels
- ☐ The Schools Adjudicator, in response to any objections raised
- ☐ In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions
- ☐ The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

School Retention Policy:

The information listed above will be retained securely by the school for 8 years, after which it will be destroyed.

For further information please refer to the Privacy Policy on the School website or contact:
dpo@stadrians.herts.sch.uk
