

For office use		
Date stamp	Name:	
	Pref.	Criteria
	1	
	2	
	3	

2020/21

**Primary application form for Infant to Junior transfer 2020 entry  
(If you are applying to transfer from an infant school to a primary school, do not complete this form, please complete an In Year transfer form)**

Child's surname / family name:		Child's first name:	
Child's legal surname / family name if different from above:		Child's date of birth Day    Month    Year	Male / Female (please circle)
1. Name of person completing this form. We will only discuss the application with the person in this section. The applicant must have parental responsibility. Title:                      First Name:                      Surname:			
2. Relationship to child:		3. UK Service Personnel: relocating to Wiltshire Yes / No	
4. The current address at which the child lives <b>must</b> be the address where the child resides for most of the week with his/her parent or carer. Where the child has a joint address, the address where the child benefit is paid will be taken as the child's address. If you are applying from abroad please provide full details of your current address. Current address: Postcode:                      Home telephone number:                      Work number: Email address:                      Mobile number:			
5. Future address if moving (Please note it is the parent/carer's responsibility to update the admissions authority when the move has taken place. Proof of your new address will be required.) Future address: Postcode:                      Contact telephone number: Expected date of move:			
6. If any of your preferred schools are not Wiltshire Schools then please provide the school's full postal address, including postcode. If you only apply for schools that are not your designated school(s) and are unsuccessful in securing a place, please note that the designated school for your home address will <b>not</b> automatically be offered. Although we are not able to guarantee an offer of a school place even if you live in the schools designated area, we recommend you name your designated school as one of your preferences.			
Preferred school 1		Reason for choice	
Town			
Preferred school 2		Reason for choice	
Town			
Preferred school 3		Reason for choice	
Town			

7. (For applications on faith grounds only)  
 Is your child baptised or christened? Yes / No (please circle)  
 If yes, then please circle denomination. RC / CE / Other (please state)  
 If you are applying on faith grounds, you **MUST** contact your preferred school(s) as you are likely to be required to provide evidence of faith, for example a baptismal certificate or a reference from your minister.  
 You may also be required to provide additional information by your preferred school(s) on a supplementary form. Failure to provide the additional information may result in your child not securing a place at your preferred school. Please **do not** send supplementary information back to the Local Authority, it **must** go back to the school.

---

8. Is the child currently or previously looked after by the Local Authority?  
 Yes / No (please circle)  
 (If the child is currently looked after, has previously been looked after or is subject to a residence or special guardianship order, please provide information and a copy of the relevant order.) If this information is not provided by the deadline date then it will not be considered.

---

9. Does the child/parent/family have any special medical needs that require he or she must attend a particular school?  
 Yes / No (please circle)  
 You **must** provide evidence, including documentary proof, which shows that it would be detrimental to your child's/parent/family's health not to admit him / her to the preferred school(s). If this information is not provided by the deadline date then it will not be considered. Please refer to Finding a Primary School Place Guide for further information.

---

10. Are you a member of staff at any school for which you are applying? Please ensure proof is provided by deadline date and refer to Finding a Primary School Place Guide for further information. If this information is not provided by the deadline date then it will not be considered. Yes / No

---

11. Details of any other children you may have attending any of your preferred schools

Name of school	Full name of child	Date of birth

---

12. Council Tax reference number

---

13. I agree to the sharing of the information given within this application so that it can be processed efficiently and confirm that I have read the attached notes and that the details I have given are correct. The council may verify information you have provided on this form which will involve contacting other departments of the council who maintain appropriate records. In instances where the information provided is different from that held by them, they may use the information on this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return to: School Admissions Team, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN – by 15 January 2020**

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.

Please complete this sheet and affix a postage stamp.

**Do not detach this form from your application.**

This form will be date stamped by the School Admissions Team. This will be returned to you and **must** be retained as proof of application.

If this form has not been returned to you within 15 school days of posting, please contact Customer Services on **01225 713010**.

Please  
affix a  
postage  
stamp

---

---

---

---

---

---

---

---

Postcode\_\_\_\_\_

Please complete your name and address above

If undelivered, please return to: The School Admissions Team, County Hall, Bythesea Road, Trowbridge, Wiltshire BA14 8JN

**Please note that this application will replace any previous applications that you may have already submitted, including on line applications.**

Please write your child's name and preferred schools in the spaces below:

Child's name: \_\_\_\_\_

First preference: \_\_\_\_\_

Town: \_\_\_\_\_

Second preference: \_\_\_\_\_

Town: \_\_\_\_\_

Third preference: \_\_\_\_\_

Town: \_\_\_\_\_

If this acknowledgement was date stamped as received by 15 January 2020 the outcome will be posted to you on 16 April 2020.

If this acknowledgement was date stamped between 16 January 2020 and 24 April 2020 the outcome will be posted to you on 29 May 2020.

For office use only:

Date stamp

## **Data subjects' information**

This notice is relevant to the School Admission Team.

It explains what happens to your personal data that is gathered.

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](mailto:dataprotection@wiltshire.gov.uk).

### **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
- local 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
- undertaking research
- managing archived records for historical and research reasons
- data matching under local and national fraud initiatives

### **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
- Appeal panels
- healthcare, social and welfare organisations
- educators and examining bodies
- service providers and schools
- local and central government
- ombudsman and regulatory authorities
- professional advisers and consultants
- courts and tribunals
- professional bodies
- survey and research organisations
- police forces
- housing associations
- regulatory bodies
- local and central government
- international law enforcement agencies and bodies
- partner agencies, approved organisations and individuals working with the police,

## 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](#).

## 6. Your rights

Your rights are set out 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 responsibilities as a local authority.

Failure to provide us with accurate information may result in the offer of a school place being withdrawn.