

For office use	
Date stamp	Name:
	Pref.                      Criteria
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### Primary application form for reception year 2021 entry

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. Is this child a refugee or asylum seeker? Yes/No (please circle)		
8. (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 <b>do not</b> send supplementary information back to the Local Authority, it <b>must</b> go back to the school.		
9. 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.		
10. 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.		
11. 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		
12. 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 2021**

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

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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 2021 the outcome will be posted to you on 16 April 2021.

If this acknowledgement was date stamped between 16 January 2021 and 23 April 2021 the outcome will be posted to you on 28 May 2021.

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.

[www.wiltshire.gov.uk/schools-learning-privacy](http://www.wiltshire.gov.uk/schools-learning-privacy)

## 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.

## Apply online at: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

If you have applied online, you do not need to complete a paper form.

**If your child has a statement of special educational need or an Education Health and Care Plan, you do not need to complete this application form. Wiltshire Council's SEND team are responsible for securing a school place for your child.**

### Completing the attached application form

This form must be completed if you live in Wiltshire and you wish to apply for a primary school place to start in September 2021. If you live outside Wiltshire and wish to apply for a Wiltshire school, please contact your home local authority.

Both sides of the attached application form must be completed fully and carefully. The information you provide will be used to determine your child's priority for a place at your preferred school(s). Failure to complete the form correctly or to provide all the relevant information may result in your child being unsuccessful in securing a place at your preferred school(s).

The following information should help you to complete the application form, but should you have any additional queries, please contact Customer Services on **01225 713010** or visit [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

1. Only one person's name (applicant) should be given in this section and this must be completed fully, partial names or initials are **not** acceptable. The person must have parental responsibility and will be the only person we can discuss this application with.
2. Details of the applicant's relationship to the child should be given e.g. mother/father.
3. Please indicate if you are a family of service personnel or crown service and moving into area. (A posting notice will be required).
4. The current address is the address where the **child** will normally be living at the deadline of **15 January 2021**. Where these address details are not the same as the applicant's, details of residency arrangements should be attached to the application. Please refer to the Finding a Primary School Place Guide.
5. If you are planning to move to a new house, you should provide your new address details. If this is not possible, provide as much information as you can. Proof of the move date and the new address details will be required as soon as the move takes place. If you are a member of the armed forces a posting notice will be required. Insert a date if known. Please refer to the Finding a Primary School Place Guide.
6. You may name up to three schools including your catchment school on the application form. **The schools named may be inside or outside Wiltshire**. All schools produce a prospectus and the School Admissions Team produce a booklet with general information about each school which may help you in your selection. Details of your reason for choice can be given in the appropriate box if you wish to do so. Please provide full postal addresses for any preferred schools outside of Wiltshire.
7. Many schools give priority to children who are refugees or asylum seekers, proof will need to be sent in by the deadline date to the local authority.
8. Many faith schools prioritise applications based upon the faith status of the child. Please complete this box if you are applying on faith grounds. You must also contact the schools directly as many will require additional information to process your child's application. Failure to provide this information may result in your child not securing a place at one of your preferred school(s).
9. Under the Children Act 1989, a child is looked after or previously looked after by the local authority if he or she is in their care or is provided with accommodation by the local authority or is subject to a residence or special guardianship order.

10. Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to be admitted to the preferred school. For the above criteria the word 'families' is determined as living at the same address at the time of the application and living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date to the local authority.
11. Some schools give a higher priority to a child if either parent is currently employed by the school; please check the admissions policy for your preferred school(s).
12. Many schools give a higher priority to a child who has a brother or sister already attending. Please provide the full name, date of birth and school details of any other children attending your preferred school(s).
13. Please provide your council tax reference number.
- 14. The applicant must sign the form to confirm that the information provided is correct, that the application may be processed and that we may check the council tax database to confirm your details are correct. If you fail to sign the application, we do not have the authority to pass your child's information to any of your preferred schools and we will be unable to process your child's application.**

### **Returning the application form**

Completed application forms must be returned to the **School Admissions Team, Wiltshire Council, Bythesea Road, Trowbridge BA14 8JN by the 15 January 2021.**

Applications can also be submitted using the online system at **[www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)**.

Applications received after this date will not be considered until after the notification date.

### **Decisions**

Notification of the outcome of all applications received before the deadline will be posted on **16 April 2021. If you submit an online application, you will be able to log back on back in to the online system to view the outcome of your application on 16 April 2021. In all cases, decisions will not be given over the telephone.** Any offer made may be withdrawn if your application is found to be fraudulent or deliberately misleading.

An offer will be made at one school based upon the admissions criteria of the school and as far as possible your preferences. Where it is not possible to offer a place at one of your preferred schools, and you live in Wiltshire, one will be allocated by Wiltshire Council. The allocated place will be at the designated school for your child's home address or if this is not possible at a reasonable alternative school.

### **Further information and advice**

For additional copies of this application form or for a copy of the guide: 'Finding a Primary School Place' please contact Customer Services on 01225 713010 or e-mail:

**[customerservices@wiltshire.gov.uk](mailto:customerservices@wiltshire.gov.uk)** Reference copies of the guide are also available in libraries and can be accessed through **[www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)**

Any queries regarding transport entitlement should be directed to the Passenger Transport Unit on 01225 712852.