



# Children's & Joint Commissioning Services

## Guidance notes for parents who want to apply for an in-year school transfer

### **BY LAW, CHILDREN AGED BETWEEN 5 AND 16 MUST RECEIVE AN EDUCATION.**

This means that your child must continue to attend their current school while we process your application.

If your child has an Education, Health & Care (EHC) Plan and you wish to apply for a transfer, please contact the SEND Team on 01429 523553, as your child's plan will need to be reviewed accordingly.

You can list up to 3 schools on your application. You may need to supply a copy of your child's baptism certificate if you are applying for a faith school. Please refer to the school's admissions policy for guidance/more information. If you wish to apply for a school outside of Hartlepool, you will need to contact the school direct.

Before applying please ensure that you discuss your intention to transfer your child with your child's current school. If you still want to go ahead with the transfer following this discussion, please complete and return the attached form.

### **WE ARE UNABLE TO HOLD SCHOOL PLACES.**

Transfers usually take around 2-3 school weeks to arrange, therefore applications are processed with a view to the child starting immediately.

If you wish to obtain Ofsted reports regarding a particular school please refer to the following website: [www.gov.uk/government/organisations/ofsted](http://www.gov.uk/government/organisations/ofsted)

We recommend that you visit all school's you are interested in before submitting your application. Visits can be arranged by contacting the school direct.

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### **Completed forms can be returned as follows:**

**E-MAIL:** [admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk)

**IN PERSON OR POST:**

Hartlepool Centre for Excellence in Teaching & Learning  
Brierton Lane  
Hartlepool  
TS25 4AF

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*It is your responsibility to ensure correct postage is paid. Proof of posting is not proof that we have received your form. We accept no responsibility for documents lost in the post, or underpaid postage.*

We aim to process requests within 10 school days, however this can be longer during busy periods.

If there are vacancies at the schools you have asked for, we will give your child a place at the highest ranked school, which has a place available.

**Please note if your child leaves a Hartlepool school which is full, it is likely that your child's place will be reallocated from a waiting list, once they start at an alternative school.**

If a place is not available at your preferred school you have the right to appeal against the decision and request to go on the waiting list. If your address or circumstances change, please inform us so we can amend the details held on the waiting list. You will stay on the waiting list for a school year. At the end of the school year we will write to you to ask if you wish to remain on the waiting list for the following academic year.

### **Important information for Voluntary-Aided Church of England and/or Catholic schools**

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If you want to apply for a Voluntary-Aided Church of England school or a Voluntary-Aided Catholic School, and are applying under the faith criteria, you must also fill in the supplementary information for Church Schools. This information is important as it will allow the schools to offer places in line with their admissions criteria. You should also provide a copy of your child's baptism certificate with your application.

### **Proof of Address**

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The address you supply must be your permanent address at the time of application. Short-term tenancies or other arrangements entered into with the prime purpose of securing admission to a particular school will not be accepted. You may be asked to provide proof of your address.

### **Guardianship**

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The form must be completed by person(s) with parental responsibility for the child. If a child is not living with their birth parents and you are looking after the child, we need to see evidence that you are the legal guardian and have parental responsibility. Guardianship only applies if you can prove that you have full care of the child and their normal, permanent home is with you. Guardianship does not apply when picking up children to and from school, or looking after them until their parents collect them.

**If you cannot prove guardianship, we are unable to process the application.**

### **Our contact details**

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#### **School Admissions Team**

Hartlepool Centre for Excellence in Teaching & Learning  
Brierton Lane  
Hartlepool  
TS25 4AF

**Phone:** 01429 284368

**Email:** [admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk)

**Website:** [www.hartlepool.gov.uk/schooladmissions](http://www.hartlepool.gov.uk/schooladmissions)

## Terms & Conditions

Please read the notes on each section of this application form very carefully, particularly in relation to the address supplied for your child. Further guidance and information can be viewed/downloaded from the Hartlepool Borough Council website. If you have any queries please contact the School Admissions Team on 01429 284368 or e-mail [admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk)

**IMPORTANT** - Please note, any false or deliberately misleading information given on your application and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn. The Admissions Team regularly check information provided in relation to applications for school places, and we may contact you for further clarification.

Please note that in support of your application the Children and Joint Commissioning Department or Governing Body may need to contact your child's school or other professionals within Hartlepool Borough Council.

## Privacy Notice for School Admissions and Appeals Service

### What is the purpose of this document?

Hartlepool Borough Council (HBC) is committed to protecting the privacy and security of your personal information.

This privacy notice is issued in accordance with the General Data Protection Regulation (GDPR) and describes how we collect and use personal information about you and your child when applying for a school place.

This notice applies to information we hold about you and your child.

We may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

### The Data Protection Legislation

We will comply with data protection law which includes the GDPR and the Data Protection Act 2018 which states that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

No personal information held by us will be processed unless the requirements of the Data Protection legislation for fair and lawful processing can be met.

### **Who is the Data Controller?**

HBC is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

### **Who is the Data Protection Officer?**

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this notice or how we handle your personal information, please contact the DPO:

Laura Stones,  
Scrutiny and Legal Support Officer,  
Hartlepool Borough Council,  
Civic Centre,  
Hartlepool,  
TS24 8AY  
dataprotection@hartlepool.gov.uk

You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues.

### **What kind of information we hold about you?**

#### **Personal Information**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are “special categories” of more sensitive personal data which require a higher level of protection.

#### **How we use particularly sensitive information**

“Special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out our legal obligations and in line with our data protection policy.
3. Where it is needed in the public interest

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

## **HBC's Obligations**

### **What are HBC's obligations?**

We will collect, store, and use the following categories of personal information about you:

- Names
- Address
- Email
- Telephone number
- Proof of residence
- School preferences
- Reasons for your school preferences

We will collect, store, and use the following categories of personal information about your child:

- Name
- Address
- Gender
- Date of Birth
- Nationality/whether a child is seeking asylum, or is a refugee and documentation to support this, including applications from overseas applicants
- Name of School, Pre-School, Nursery
- Siblings date of birth, address, current school attending
- Social/Medical information
- Looked After or Fostered status
- School exclusion history
- School attendance history
- Information about your child that you may have detailed in reasons for your application
- Supporting letters from relevant professionals that provide information about your child to support an application on medical or social grounds
- Supplementary forms in support of an application to own admission authority schools/academies eg:
  - Faith
  - Confirmation of Church attendance
  - Evidence of Baptism
  - Elite Development Squad application form
- Additional information as required under the Fair Access Protocol

**We will collect and process special category data based on substantial public interest, as part of our statutory purposes.**

### **How is your personal information collected?**

We collect personal information from online or paper form applications or from telephone enquiries for school places.

### **How we will use information about you?**

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

**where** the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law namely ADMISSIONS CODE 2014, ADMISSIONS APPEALS CODE 2012.

- To assess your school preferences and process your application in accordance with the school admissions policy
- To share your application details with local authorities and school admission authorities where the school preference is not a Hartlepool Community or Voluntary Controlled School (to enable them to consider your application)

- To contact and notify parents/carers where they have queries about the application and to let them know the final outcome of the application
- To notify the allocated school and provide them with your child’s details as detailed on the application form and your contact details
- To maintain waiting lists where parents are not allocated their preferred school or schools

We may also use your personal information in the following situations, which are likely to be rare:

**where** the processing is necessary to protect someone’s life. (VITAL INTERESTS)

**Situations in which we will use your personal information**

We need all the categories of information in the list above (see *What kind of information we hold about you?* above) primarily to allow us to process your school application.

The situations in which we will process your personal information are listed below.

Reason for Processing	Legal Basis eg Public Task/Contract etc
To process admissions requests to Reception, Year 7 and In Year Transfer requests	Public Task
To process school appeals	Public Task

Some of the above grounds for processing will overlap and there may be more than one ground which justifies our use of your personal information.

**What if I don’t want to provide personal information?**

If you fail to provide certain information when requested, we may not be able to process your school application or we may be prevented from complying with our legal obligations.

**Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

**Does HBC need your consent?**

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights as required by law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

**Data Sharing**

We may have to share your data with third parties, including third-party service providers and other entities in the group.

We require third parties to respect the security of your data and to treat it in accordance with the law.

We will not transfer your personal information outside the EU.

### Why might you share my personal information with third parties?

We will share your personal information with third parties where required by law or where it is necessary to. Examples of the organisations we may need to share information with are:

- Education providers to advise them of upcoming admissions
- Other local authorities, to enable neighbouring LAs to accurately run their co-ordinated offer scheme
- Department for Education to comply with statutory data collections
- Other teams in the LA to verify the information provided so that the admission scheme/process can be accurately administered
- School transport to enable them to assess requests for transport
- Admission Appeals Panels
- The Schools Adjudicator in response to complaints made
- In Year Fair Access Panel to enable them to appropriately place admissions
- Council Tax in circumstances where proof of addresses are required
- Democratic and Legal Services in the event of a lodged appeal

### Which third-parties process my personal information?

“Third parties” includes third-party service providers (including contractors and designated agents). The following third-parties process personal information about you for the following purposes:

- Education providers
- Other Local Authorities
- School Transport
- Admissions Appeals Panels
- Schools Adjudicator
- In Year Fair Access Protocol Panel
- Social Medical Panel
- Summer Born Panel
- Legal Services
- Democratic Services
- Capita One System
- Liquid Logic – EYES System

### How secure is my information with third-party service providers?

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

### Data Security

We have put in place measures to protect the security of your information. Details of these measures are available upon request.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

### Why might you share my personal information with third parties?

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from the Data Protection Officer.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## Data Retention

### How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy which is available from [www.hartlepool.gov.uk/retention-schedules](http://www.hartlepool.gov.uk/retention-schedules). To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

### Rights of Access, Correction, Erasure and restriction

#### Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

#### Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer in writing.

For further information on your rights please visit: [www.hartlepool.gov.uk/GDPR](http://www.hartlepool.gov.uk/GDPR)

#### No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee for photocopying.



### **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### **Right to withdraw consent**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Data Protection Officer. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

### **Changes to this Privacy Notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

**If you have any questions about this privacy notice, please contact the Data Protection Officer.**

**To be completed by person(s) with parental responsibility for the child**

**School Preferences**

Please indicate up to **THREE** schools which you wish to apply for, in the order you prefer. Your application will be forwarded to the school(s) relevant Admission Authority.

Priority	School Requested
1	
2	
3	

**Please find below a list of Primary and Secondary Schools in Hartlepool:**

**Primary Schools:**

- |                                      |   |
|--------------------------------------|---|
| ▪ Barnard Grove Primary School       | ▪ Rossmere Primary School                   |
| ▪ Brougham Primary School            | ▪ Sacred Heart RC Primary School            |
| ▪ Clavering Primary School           | ▪ St Aidan's C of E Memorial Primary School |
| ▪ Eldon Grove Academy                | ▪ St Bega's RC Primary School               |
| ▪ Eskdale Academy                    | ▪ St Cuthbert's RC Primary School           |
| ▪ Fens Primary School                | ▪ St Helen's Primary School                 |
| ▪ Golden Flatts Primary School       | ▪ St John Vianney RC Primary School         |
| ▪ Grange Primary School              | ▪ St Joseph's RC Primary School             |
| ▪ Greatham C of E Primary School     | ▪ St Peter's Elwick C of E Primary School   |
| ▪ Hart Primary School                | ▪ St Teresa's RC Primary School             |
| ▪ Holy Trinity C of E Primary School | ▪ Stranton Primary School                   |
| ▪ Jesmond Gardens Primary School     | ▪ Throston Primary School                   |
| ▪ Kingsley Primary School            | ▪ Ward Jackson C of E VA Primary School     |
| ▪ Lynnfield Primary School           | ▪ West Park Primary School                  |
| ▪ Rift House Primary School          | ▪ West View Primary School                  |

**Secondary Schools:**

- Dyke House Sports & Technology College
- The English Martyrs School & Sixth Form College
- High Tunstall College of Science
- Manor Community Academy
- St Hild's Church of England VA School

**ADMISSIONS STAMP ONLY**

<p><b>Date received</b></p>
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**Reasons for application:** *(Please tick appropriate)*

<b>Moving to another area within Hartlepool</b>	<b>Moving to Hartlepool from within UK</b>
<b>Moving to Hartlepool from outside UK</b>	<b>Wish to change school but not moving</b>

<b>Child's full name:</b>	
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<b>Child's current address:</b>  <i>We check addresses and you must expect that we will withdraw our offer of a school if a false address is provided</i>	
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<b>Child's Date of Birth:</b>		<b>Gender:</b> <i>Tick appropriate</i>	<b>Male</b>	<b>Female</b>
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<b>Name and address of child's current/previous school:</b>	
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<b>Is your child still attending this school?</b>	Yes	No
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<b>Has your child been permanently excluded on more than two occasions?</b>	Yes	No
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<b>Does your child have an Education, Health &amp; Care (EHC) Plan?</b>	Yes	No
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<b>Is this child (or has this child been) a looked after child in the public care of the local authority?</b>	Currently	Previously	No
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<b>If 'currently' please indicate which Authority the child is in the care of?</b>	
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*Any changes of legal status/placement must be notified to Hartlepool Admissions. Where parental responsibility falls under the Authority, Social Services (Head of Service) should complete and sign this form.*

<b>If 'previously' please provide reasons why the child ceased to be a looked after child?</b> <i>(tick appropriate)</i>	<b>Special Guardianship Order</b>	<b>Adoption Order</b>	<b>Child Arrangements Order</b>	<b>Other e.g. returned to live with parents/ family member (please specify)</b>

Are you moving house? *(tick appropriate)*

Yes	No
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**New address:**

*We check addresses and you must expect that we will withdraw our offer of a school if a false address is provided*

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**Date of move:**

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**Reasons for Transfer/Additional Information:**

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### Supplementary Information for Church Schools:

Please complete this section if you are applying for a voluntary aided church school (RC or CE):

<b>Child's religion:</b> <i>(e.g. Roman Catholic, Church of England, Other – please state)</i>	
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<b>Date of Baptism:</b> <i>(please attach certificate)</i>	
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<b>Parish of Baptism:</b>	
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### Siblings (Brothers / Sisters)

A separate application must be completed for each child

Does your child have a sibling(s) living at the same address?

<b>Yes</b>	<b>No</b>
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Name of Sibling	Date of Birth	Name of school currently attending

### Parent/Guardian information

<b>Name of parent/person with parental responsibility:</b>			
<b>Your current address:</b>			
<b>Telephone Numbers:</b>			
<b>Relationship to child:</b> <i>Tick appropriate</i>	Mother	Father	Other <i>(please specify):</i>

**If you have moved into the United Kingdom:**

When did your child arrive in the UK?	
Which Country was your child born in?	

**If you have moved into the United Kingdom, you must supply one of the following:**

- a) Your passport and your child's passport
- b) VISA or Home Office documents confirming your status

Please note the following children are not entitled, by immigration law, to enter the country to attend a state-funded school:

- Children from non-EEA countries who are here as short-term visitors - these are children who live abroad but have been admitted to the UK for a short visit (for example as tourists or to visit relatives)
- Children from non-EEA countries who have entered the country on a Tier 4 visa - these children are allowed to study in England on the basis that they attend an independent, fee-paying school listed in the register of Tier 4 licensed sponsors

If you believe your child belongs to either of the above categories, please contact the Home Office website for guidance: [www.gov.uk](http://www.gov.uk)

**BY SIGNING THIS FORM, YOU HAVE CONFIRMED RESPONSIBILITY IN CHECKING THIS.****This section is to be completed by the child's current Headteacher before returning the completed form to the Admissions Team:**

- I can confirm that the parent/guardian of this child has contacted me to discuss their intentions to move schools.

**Name of Headteacher**

**Signature of Headteacher**  **Date**

**Parent/Guardian Declaration & Signature**

- I have read and understood this form and wish to apply for a place at each of the schools named and I have listed the schools in my ideal order of preference.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn.

**Signature of Parent/Guardian**  **Date**