

# Children's & Joint Commissioning Services

## Application Form (SAF) for Admission to Secondary School Academic Year 2022/2023

It is important that you read the 'Education in Hartlepool – September 2022' booklet before making your application. If you have any queries please contact the School Admissions Team on 01429 523768 or e-mail [admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk)

**We recommend that you make your application on-line.** Alternatively, return this form to the School Admissions Team, Children's and Joint Commissioning Services Department, Hartlepool CETL (Centre of Excellence for Teaching & Learning), Brierton Lane, Hartlepool, TS25 4AF. It is the parent/guardian's responsibility to ensure the Council receives this form by **31<sup>st</sup> October 2021**. If you return your application form after 31<sup>st</sup> October 2021, your application will be considered as 'late' and you should be aware that this **will** reduce your chance of gaining a place at the school you prefer because late applications are processed after those received on time.

### SECTION 1 – Child's details

Child's Name:

Child's Date of Birth:

(This should be on or between  
01/09/2010 and 31/08/2011)

Gender

(Please tick  
as appropriate)

Male

Female

Pupil's Permanent Address:

This must be the address where the child normally lives. If this is different from the parent/guardian address, please give reasons for this. If parents share custody, details must also be submitted with this application and copies of any relevant Court Order(s) supplied.

Addresses are routinely checked. If a child is offered a place at a preferred school on the basis of false or misleading information provided by you then the offer of the school place may be withdrawn.

*\* Any change of address must be notified to Hartlepool Admissions Team on 01429 523768 \**

Present Primary School:

Does your child have an Education, Health and Care Plan?

(Please tick as appropriate)

Yes

No

Is this child (or has this child been) a looked after child in the public care of a local authority?

Currently

Previously

No

If 'currently', please indicate which Local Authority the child is in the care of?

Any change of legal status and/or placement arrangements must be notified to Hartlepool Admissions.

Where parental responsibility falls under the Local Authority, Social Services (Head of Service) should complete and sign this form.

If 'previously' please provide reasons why the child ceased to be a looked after child? (tick appropriate)	Special Guardianship Order*	Adoption Order*	Child Arrangements Order*	Other including state care outside of England (please specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*Please attach a copy of any Special Guardianship Order, Adoption Order or Child Arrangements Order.

If you prefer you can make your application online at [www.hartlepool.gov.uk/schooladmissions](http://www.hartlepool.gov.uk/schooladmissions)

## SECTION 2 – Details of brother(s)/sister(s)

If your child has an older sibling (see booklet for definition of sibling) that will still be attending one of the preferred schools in September 2022 please provide their details below.

Name of Sibling	Date of Birth	School Attending in September 2022

## SECTION 3 – Parent(s)/Guardian(s) Details

### Parent/Guardian 1

**Full Name of Parent/Guardian:**

**Address:** (Only to be completed if your address is different to the child's address in Section 1)

Postcode:

**Telephone:**

Home No.

Daytime No.

Mobile No.

**Relationship to Child:** (Please tick as appropriate)

Mother

Father

Other (please specify):

### Parent/Guardian 2

**Full Name of Parent/Guardian:**

**Address:** (Only to be completed if your address is different to the child's address in Section 1)

Postcode:

**Telephone:**

Home No.

Daytime No.

Mobile No.

**Relationship to Child:** (Please tick as appropriate)

Mother

Father

Other (please specify):

## SECTION 4 – Social/Medical Reasons

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If you think that there are **exceptional** medical or social needs why your child should attend a particular school please complete this section. Please note that you **must** provide professionally supported evidence with this application form if there are any social/medical circumstances that you would like a school to consider with this application. It is very important that you check the admission criteria of each school for which you are applying to see if priority of admission can be given on the basis of social/medical needs.

Please identify the social/medical need that your child is experiencing:

In the event of your child not receiving an offer of a place at a preferred school, the Authority cannot be held responsible where a place was not offered as a result of you failing to read the information included in the Education in Hartlepool – September 2022 booklet.

## SECTION 5 – Secondary School Preferences

Please indicate THREE secondary schools which you would wish to apply in the order that you prefer them. You must include all secondary schools you want to apply for using this form, whether the school is in Hartlepool or another Authority, except private schools. **Please note - If you list a church school (eg Roman Catholic or Church of England) in one of the spaces below, you must also complete Section 6 of this form.**

**Please give as much information as possible in support of your application as this could affect the school offered. Please include any details of support that your child currently receives. Continue on a separate sheet if necessary.**

Priority	Name of Secondary School	Reason for Preference
1		
2		
3		

I do not want my child to go to any Local Authority school as my child will be going to a **Private School**, which is:

## SECTION 6 – Secondary School Supplementary Information

Please complete this section if you are applying for a place at a church school.

Religion

(e.g. Roman Catholic, Church of England, Other – please state)

Proof of Baptism

(Please tick relevant box)

**Certificate Attached**

(Please attach copy)

**Certificate Not Attached**

(Please state why below)\*

\* I am unable to provide a Baptism Certificate because:

\* Please note that a baptism certificate is required for schools to be able to rank applications within the correct criteria. Failure to provide a Baptism Certificate may result in your child not being offered a place in one of your preferred schools.

## SECTION 7 – Declaration and signature of parent/guardian

- I understand that once this form is submitted, after **31<sup>st</sup> October 2021**, no changes to preferences will be permitted, due to the process involved in the Co-ordinated Admissions Scheme.
- 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:

In the event of your child not receiving an offer of a place at a preferred school, the Authority cannot be held responsible where a place was not offered as a result of you failing to read the information included in the Education in Hartlepool – September 2022 booklet.

## 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 523768 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 SCHOOL ADMISSIONS CODE 2014, SCHOOL 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
- To plan and manage school places

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.

<b>Reason for Processing</b>	<b>Legal Basis eg Public Task/Contract etc</b>
To process admissions requests to Reception, Year 7 and In Year Transfer requests	Public Task
To process school appeals	Public Task
To plan and manage school places	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
- Other teams in the LA to understand reasons for transfer and inform planning and management of school places

## 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.**