



# Application for Admission

## Primary School

# September 2019

### Transferring to Reception only

Please read the **Notes of Guidance** on page 6 carefully before completing the application form.

The information you give will be used to allocate a school place to your child.

### Applicant Information - Please provide the full LEGAL name of the child:

Legal Surname: ..... Legal Forename: .....

Middle Name (s): .....

*If the child is known by a different name to that given above, please provide this information below:*

Preferred Surname: ..... Preferred Forename: .....

Gender (M/F): ..... Child's Date of Birth:..... If Multiple birth please tick

*(Please provide child's birth certificate at time of application (see Notes and Guidance))*

Child's place of residence (including post code):

*please provide proof of address at time of application (see Notes of Guidance)*

.....

..... Post Code: .....

### Parental Information

*(In relation to a young person or child, the term 'parent' includes any person who is not a parent, but who has parental responsibility or care of the child). I have read the Information for Parents Handbook and understand that the application is subject to the terms and conditions outlined in this document. I confirm that I have parental responsibility for the pupil and have obtained the agreement of all other persons who have parental responsibility for the pupil to make this application.*

Parent / Carer 1	Parent / Carer 2
Full Name: .....	Full Name: .....
Address: .....	Address: .....
.....	.....
Relationship to Child: .....	Relationship to Child: .....
Telephone Number: .....	Telephone Number: .....
Email: .....	Email: .....

## School Information

Please provide the name of the child's current school (if applicable): If you wish your child to attend the designated school for your child's current placement you must still name this school as your first preference. (Please refer to Information for Parent Handbook for school lists)

School Name	Town / City	Country

*Please list below, in order of priority, the school you wish to attend in September 2019.*

1st Choice	
2nd Choice	
3rd Choice	

## Important Notes:

- If you require information on the designated school in your locality, English and Welsh medium schools or Roman Catholic and Church in Wales schools, please contact Mrs Helen Lewis (School Admission Officer) on 01639 763580. Alternatively, please refer to the school lists printed in the **Information for Parents Handbook** available from the School and Family Support Team Civic Centre Port Talbot SA13 1PJ (Tel: 01639 763600).
- If your child currently attends Nursery and will be moving to the next sector (ie Nursery to Reception) and you wish them to attend their current schools designated school, **you must still indicate this in your choices above.**
- Parents should be aware that if they express a preference for a school that is not the Local Authority designated school they will be required to provide home to school transport (independently) at their own expense.
- Expressing a preference does not guarantee admission to your chosen school but it will give your child priority over children whose parents have not expressed a preference for that school. If you do not express a preference, or you submit this form late it will be less likely that your child will be able to attend the school of your choice. Only applications received by the published closing date for receipt of application forms will be considered in the initial round of allocation of places. Application forms received after the closing date will be considered as late applications. These will be considered on a weekly basis once the initial allocation is complete and places will be allocated in accordance with availability.
- Applications for admission to Voluntary Aided Catholic or Church in Wales Schools should be made directly to the appropriate school.
- Photocopied proof of address and a copy of the birth certificate or passport for the young person or child is required and any subsequent name change document (please refer to Notes of Guidance on page 6). Failure to submit the required information prior to the closing date will result in the application being treated as late. Allegations of fraudulent claims will be investigated and action taken where necessary.

## Sibling Information

To support your application, please provide the names and dates of birth of any of the applicant's siblings who will be on the register at any of the schools you have listed above in the next academic year (ie 2019/2020):

Name: ..... Date of Birth: ..... School: .....

Name: ..... Date of Birth: ..... School: .....

Name: ..... Date of Birth: ..... School: .....

## Additional Information

Which Authority do you pay your Council Tax to?.....

If Neath Port Talbot please provide your Council Tax Reference Number: .....

Please indicate if the pupil is of: Service Personnel Yes/No Traveller Family Yes/No

Is the child a/or previously a \*Looked After Child? Yes/No

If yes, please state the corporate parent (ie Local Authority)

Local Authority .....

*\*A looked after child refers to a child who is looked after or previously looked after by a local authority in Wales, in accordance with section 74 of the Social Services and Well-being (Wales) Act 2014 or England in accordance with Section 22 of the Children Act 1989 at the time the application to a school is made and who the local authority has confirmed will still be looked after at the time of admission to the school. Previously looked after children who ceased to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.*

Does the child hold a statement of SEN which names a school? Yes/No

If yes, please state the named school:

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Has the pupil ever been educated outside England/Wales? Yes/No

If yes, please indicate date of entry:

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Has choice of school been discussed with your child? Yes/No

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If the number of applications to your preferred school is fewer than or equal to the number of places available, all applicants will be admitted. However, if the number of applications to your preferred school is greater than the number of places available, the information you give will be used to rank your child's priority for a place in line with the oversubscription criteria (see notes of guidance on page 6). If your application to your preferred school is unsuccessful, we will consider your second preference for your child.

Please return this completed application by **30<sup>th</sup> November 2018 to: Mrs Helen Lewis, School Admissions Officer, Neath Port Talbot County Borough Council, Civic Centre, Port Talbot SA13 1PJ**

Applications received by the above date will be considered together and places allocated. Applications received after this date will be treated as late applications.

Parents and schools will be informed of the allocation of places to mainstream pupils by letter which will be sent out on **16<sup>th</sup> April 2019**. Appeals must be logged within 14 days of this date.

## PRIVACY NOTICE

1. In providing us with your personal information you hereby acknowledge that Neath Port Talbot County Borough Council is the Data Controller for all the personal information you provide on this form (for the purpose of the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA)).
2. The personal data which we collect from you via this form will be used by the Council (pursuant to it carrying out its various statutory and business functions) for the following purposes:  
  
Processing your application for the purpose of allocating a school place.
3. As a Data Controller the Council is required under GDPR to inform you which of the Article 6 GDPR "Data Processing Conditions" it is relying upon to lawfully process your personal data. In this respect please be advised that in regards to the data provided by you on this form we are relying on the following two Article 6 conditions;
  - i. "The data processing is necessary for compliance with a legal obligation to which the controller is subject". (Article 6(c) GDPR).
  - ii. "The data 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 controller." (Article 6(e) GDPR).
4. We may share your personal data securely with the following third parties (i.e. persons/bodies/entities outside the Council) in accordance with data sharing arrangements which we have in place with those third parties:- Schools, Revenue Section, Welsh Government, Other Local Authorities, NHS and Police.
5. The personal information collected from you on this form will be held by the Council for a period of 25 years from date of birth.
6. Please note that we are required to collect certain personal data under statutory requirements and in such cases a failure by you to provide that information to us may result in the Council being unable to provide you with a service and/or could render you liable to legal proceedings.
7. We would inform you that under Article 21 GDPR you have the right at any time to object to the Authority about the fact that we are processing your personal data for the purposes of carrying out a public task or exercising our official authority.
8. The Council will not transfer any of your personal data outside of the European Union. All processing of your personal data by us will be carried out in the United Kingdom or other European Union countries.

9. The Council will not use your personal data for the purposes of automated decision making.
10. Please be advised that under GDPR individuals are given the following rights in regards to their personal data:
- i. The right of access to their personal data held by a data controller.
  - ii. The right to have inaccurate data corrected by a data controller.
  - iii. The right to have their data erased (in certain limited circumstances).
  - iv. The right to restrict the processing of their data by a data controller (in certain limited circumstances).
  - v. The right to object to their data being used for direct marketing.
  - vi. The right to data portability (i.e. electronic transfer of data to another data controller).

Further information on all the above rights may be obtained from the Information Commissioner's website: [www.ico.org.uk](http://www.ico.org.uk).

11. In the event that you have any queries regarding our use of your personal data, you wish to have access to the same or you wish to make any complaint regarding the processing of your personal data please contact the Council's Data Protection Officer at the Directorate of Finance & Corporate Services, Civic Centre, Port Talbot, SA13 1PJ.
12. Please be advised that in the event that you make a request or a complaint to the Council's Data Protection Officer (see 9 above) and you are dissatisfied with the Council's response you are entitled to complain directly to the Information Commissioner's Office. Details of the Commissioner's Office contact details and further information on your rights may be obtained from the Commissioner's website – [www.ico.org.uk](http://www.ico.org.uk).

**Please tick to confirm this statement has been read:**

**Signed:** ..... (Parent)    **Date:** .....

## Notes of Guidance for Completion

1. In relation to a young person or child, the term 'parent' includes any person who is not a parent but who has parental responsibility or care of the child. If you are not the 'parent', then you must arrange for the application to be completed by the 'parent' or provide written permission.
2. A copy of the birth certificate or passport for the young person or child is required and any subsequent name change document.
3. More than one school can be nominated in order of preference.
4. If child has come from outside the United Kingdom specific documentation will be sought post offer, such as a valid passport and relevant documentation.
5. If you have not provided your Neath Port Talbot Council Tax reference number then photocopied **proof of address** is required for all applications. Please provide **ONE** of the following:
  - Current Council Tax notification letter for the address on the application (If not residing in NPT)
  - Current Child Tax Credit Notification letter (TC602).
  - Current Child Benefit Notification Letter.
  - Current Income Support Notification.
  - 2018/2019 Pension Award Notification.
  - 2018/2019 Housing Benefit Notification.
  - Utility Bill.
6. Criteria
  - a) Children looked after or previously looked after by a local authority in Wales, in accordance with section 74 of the Social Services and Well-being (Wales) Act 2014 or England in accordance with Section 22 of the Children Act 1989.
  - b) Children who live within the catchment area of the school for which the application is made.
  - c) Children who have an older sibling who will be on register at the school when they are admitted. A "sibling" is defined as a full sibling, a half sibling (i.e. one shared parent), a step sibling (i.e. the child of a person co-habiting with a parent), a fostered sibling or an adopted sibling. In each case, at the time of the application the sibling must reside at the same address as the child or young person. Any sibling connection must be clearly stated in the application. In the case of multiple births, if it is not possible to offer all children a place in the school, parents will be asked to decide which child should be offered a place first or parents may wish to consider an alternative setting for all children.
  - d) Children who live outside the preferred school's catchment area.

If children are equally entitled to a place in the nursery in categories a) to d) above, priority will be given to the child living nearest. This is measured by the shortest walking/travel route between the home and the school. The Council uses a Geographical Information System to calculate the shortest distance.

7. Neath Port Talbot Home to School Transport Policy is available on the authority's website [www.npt.gov.uk](http://www.npt.gov.uk)