

*Enabling a world of freedom, opportunity and fulfilment*

## In Year Application: The Trafalgar School

**Please read these notes carefully and retain them for your records.**

This form can be used to apply for a place at The Trafalgar School. You will be notified of the outcome of your application by letter (please allow 10 – 15 school days). If it is not possible to agree to your request for a place, you have the right to appeal to an independent panel. More information about this, if relevant, will be given in the notification letter.

Parents should note that Magna Learning Partnership cannot guarantee a place for any child at their preferred school, even where they move into the school's catchment area. If a place is not available at The Trafalgar School your details will be passed to the other Magna Learning Partnership secondary academies who will contact you should a place be available.

<p>Head Teacher: Mrs Jen Moore          Admissions Officer: Miss Maxine Fox (<a href="mailto:admissions@sarumacademy.org">admissions@sarumacademy.org</a>)          Telephone: 01722 323431          Ofsted: Good  <a href="http://www.sarumacademy.org">www.sarumacademy.org</a></p>	
<p>Head Teacher: Mr Jonathan Curtis          Admissions Officer: Mrs Debbie Ford (<a href="mailto:d.ford@trafalgar.wilts.sch.uk">d.ford@trafalgar.wilts.sch.uk</a>)          Telephone: 01725 550300          Ofsted: Good  <a href="http://www.trafalgarschool.com">www.trafalgarschool.com</a></p>	
<p>Head of School: Mr Bruce Burley          Admissions Officer: Mrs Lorraine Lodge (<a href="mailto:admissions@wyvernsted.org">admissions@wyvernsted.org</a>)          Telephone: 01722 328565          Ofsted: Good  <a href="http://www.wyvernsted.org">www.wyvernsted.org</a></p>	

### Special Educational Needs

This application form should **not** be used to apply for school places for children with an Education Health and Care Plan or a Statement of Special Educational Needs. You should instead contact your child's SEND case worker for further advice.

### Getting your Child to School

When considering changing your child's school, or if moving into the area, you need to consider very carefully how your child will travel to school. Parents have a responsibility for getting their child to school. In order to qualify for transport assistance certain conditions, have to be met. Further information regarding the entitlement to home to school transport can be found at:

**[www.wiltshire.gov.uk/schoolseducationandlearning/schooltransport](http://www.wiltshire.gov.uk/schoolseducationandlearning/schooltransport)**

# DATA SUBJECTS' INFORMATION

PLEASE RETAIN THIS INFORMATION FOR YOUR RECORDS

This notice explains how we use your personal data. Magna Learning Partnership 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 Magna Learning Partnership, c/o Sarum Academy, Westwood Road, Salisbury SP2 9HS. The Trust's Data Protection Officer may be contacted through the above address or by email at [dpo@magnalearningpartnership.org.uk](mailto:dpo@magnalearningpartnership.org.uk) (please note this email address is for enquires about how we use your data only. Please email [d.ford@trafalgar.wilts.sch.uk](mailto:d.ford@trafalgar.wilts.sch.uk) for application queries).

## 2. Purpose of Processing

The Trust will process your personal information for the following purposes:

- Maintaining our own accounts and records
- Provision of education and allocation of school places
- Corporate administration and all activities we are required to carry out as a data controller
- Undertaking research
- Managing archived records for historical and research reasons

## 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 Trust 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;

## 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
- Healthcare, social and welfare organisations
- Local and central government
- Educators and examining bodies
- Service providers and schools
- Courts and tribunals
- Appeal panels
- Professional bodies
- Regulatory bodies
- Housing associations
- Police forces
- International law enforcement agencies and bodies
- Partner agencies, approved organisations and individuals working with the police
- Survey and research organisations
- Local and central government
- Ombudsman and regulatory authorities
- Professional advisers and consultants

## 5. Retention Period

The Trust will process your personal data for the above purposes for no longer than necessary. Click here for further details: [data retention policy](#)

## 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.

## In Year Application Form

This application form should only be completed by a person who has **parental responsibility** for the child. It should be used if you wish to transfer your child to The Trafalgar School. Please complete one form per child. Please read the attached notes before completing this form. Once completed please email the form to: **d.ford@trafalgar.wilts.sch.uk**;

### Section 1: Applicant Details

**If you do not have parental responsibility for this child, we will not be able to process the application.**

Title  Forename  Surname

Your address, including postcode, at the time of application:

Mobile phone number  Home phone number

Work phone number

Email

**Do you have parental responsibility for this child?** Yes

Should more than one parent have legal responsibility for this child, both parents must be in agreement regarding the academy requested.

Are you looking after this child on behalf of the parent or guardian? (Y or N)?

Please confirm the child's eligibility for a place at a state funded school by stating the nationality of the applicant in this box:

**If the child is not a resident in the European Economic Area, please provide a copy of the visa or UK residence card.**

## Section 2: Child's Details

Child's legal surname  Forename(s)

Known as  Date of birth

Male  Female

Current Year group  Current School

Date last attended

Was your child a **delayed entry** at reception (Y or N)?

If you answered **Y** to above, please advise of current year group

## Section 3: Child's Address Details

Child's current home address including postcode

New address, if moving house, including postcode

Expected date of move

Please enter date in which admission is required

## Section 4: Criteria

Please complete this section if any of these apply:

Is the child a Looked After Child (Y or N)? This means a child in the care of a local authority. If yes,   
which local authority?

Is the child a **previously** Looked After Child (Y or N)?

If you have answered **yes** to either of the above questions, please provide a copy of the relevant order.

Please refer to our finding a school place guide at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) for the definition of a previously looked after child.

Is this child from a serving **Forces or Crown Servant Family** (Y or N)?

If you have answered **yes** to this question, and you are moving to a new house due to a forces move, please provide proof of your posting to your new address. This will enable us to use your *new* address as the basis for your child's priority for admission to the academy.

Are you applying on **faith grounds?** (Y or N)?

If yes, please complete the supplementary information form (church academies only).

Are you a **member of staff** at the academy for which you are applying? (Y or N)?

Does the child, parent or family have any **medical needs** that mean that the child must attend this academy (Y or N)?

If yes, please complete the supplementary information form. You must provide evidence, including documentary proof from a specialist, which shows that it would be detrimental to the health of the child, parent or family if they were not admitted to the preferred academy.

The information below is collected to establish whether the child's application should be considered in Accordance with Wiltshire Council's In Year Fair Access Protocol. Please complete boxes as applicable below:

Is this child a refugee or asylum seeker (Y or N)?

Is this child a Gypsy, Roma, Traveller (Y or N)?

Is this child a carer (Y or N)?

Has this child been out of education for longer than one school term (Y or N)?

Is this child currently being home educated (Y or N)?

## Section 5: Declaration

The data collected on the attached application will only be used for the purpose of admission to a school as explained within these guidance notes. In order to process your application, it may be necessary to share the information collected on this application with schools, within the local authority and with other local authorities.

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 Magna Learning Partnership to contact relevant agencies in order to validate this application.

Signed

Date