**SUPPLEMENTARY ADMISSION FORM (SUPP 1)**

**CHILDREN OF STAFF**

*This form should only be completed where children of staff are prioritised in the school’s admission criteria*

|  |  |
| --- | --- |
| Child’s surname |  |
| Child’s forename(s) |  |
| Date of Birth |  |
| Parent’s name |  |
| Name of school where parent works |  |
| Job title |  |

Please indicate how you meet the criteria for prioritising children of staff:

*Please note: different schools have included different aspects of these criteria in their admission arrangements. See the school’s admission policy for full details.*

|  |  |
| --- | --- |
| I have been employed at the school for two or more years | Yes/No |
| If yes,date employment at the school started |  |
| I have been recruited to fill a vacant post for which there is a demonstrable skills shortage | Yes/No |
| Evidence for this: | |

Signature: ………………………………………………………………

Date: ……………………………………………………………………

Headteacher signature: ………………………………………………

Date: ……………………………………………………………………

*This form, when completed, should be passed to the Clerk of Governors for consideration by the Admissions Committee when ranking applications.*

*Note to Clerk of Governors: if you are buying the Admissions Service from Torbay Council, please take a copy of this form and send the original to Student Services c/o Town Hall, Castle Circus, Torquay TQ1 3DR*

**How we use and handle your information: School Admissions, School Transport and Free School Meals**

**What information do we need?**

Torbay Council is the Data Controller for personal data collected for the purpose of allocating and offering school places for children. We will need to collect, information such as your name and contact details, details about your child including their name, date of birth and any other information which may support your application for a school place, for transport of for free school meals, which could include information about your child’s health.

**Why we need it?**

We need this information so that we can deliver services to you, allocate a school place and determine eligibility for school transport or free school meals.

Our lawful basis for processing yours and your child’s personal data is legal obligation.

Our lawful basis for the processing of any health information is that this is necessary for the performance of a task carried out in the substantial public interest.

**Information Sharing**

We will share your information with schools, other local authorities and the Department of Education for the purposes of allocating a school place and confirming an allocation, or to determine and confirm eligibility for school transport and/or free school meals.

We do not trade personal data for any commercial purpose and will only disclose your personal information if we have a lawful basis to do so (as above) or if we have your consent.

**How we will store your information**

We will hold your informationon a secure electronic database and we will stop using your data upon completion of the relevant service.

Your data will be deleted 25 years after we stop using it.

Your personal information will not be subject to any overseas transfers.

**Your rights**

At any time you can request to have a copy of the information we hold about you, and if you feel the information we process about you is incorrect you can request to have it corrected or deleted. If you wish to exercise any of [your rights](http://www.torbay.gov.uk/council/information-and-data/data-protection/your-rights/) please contact us by emailing [infocompliance@torbay.gov.uk](mailto:infocompliance@torbay.gov.uk)

If you are not happy with the way the Council has handled your personal information, please contact us so that we deal with your complaint. However, you are also entitled to raise a complaint with the Information Commissioner’s Office, contact details can be found on their website [www.ico.org.uk](http://www.ico.org.uk)