

**Application for transfer from Primary to Secondary School in Torbay for September 2021****1. Child's details**

Surname/family name of child			
First name(s) of child			
Date of birth		Sex	Male / Female
Address			Postcode
Is your child in Local Authority care or adopted after being in care?		By which authority?	

**2. Preference details**

**Supplementary forms for St Cuthbert Mayne, Torquay Academy and Torquay Boys' Grammar School and registration forms for tests for selective schools must be returned directly to the school concerned. Please contact schools for deadlines or visit [www.torbay.gov.uk](http://www.torbay.gov.uk)**

**1<sup>st</sup> Preference**

School name			
Reason for preference (optional)			
Does a sibling* attend this school?		If Yes, please give name and date of birth	

**2<sup>nd</sup> Preference**

School name			
Reason for preference (optional)			
Does a sibling* attend this school?		If Yes, please give name and date of birth	

**3<sup>rd</sup> Preference**

School name			
Reason for preference (optional)			
Does a sibling* attend this school?		If Yes, please give name and date of birth	

**4<sup>th</sup> Preference**

School name			
Reason for preference (optional)			
Does a sibling* attend this school?		If Yes, please give name and date of birth	

**3. Applicant details**

Surname of applicant		Initials	
Address (if different from child's)		Postcode	
Home phone number		Mobile	
Work phone number		Email	
Relationship to child			
If you are applying for priority as a member of staff please tick here <input type="checkbox"/> , state the school _____, complete supplementary for SUPP1** and return to the school			
If you are applying for the selective stream at The Spires College please tick here <input type="checkbox"/>			

Signature \_\_\_\_\_ Date \_\_\_\_\_

Declaration: I understand by completing and submitting this form I am expressing a preference for the school for my child but that it does not guarantee a place. I confirm I have parental responsibility for the child named above. I have read and understand the guidance booklet TIPS8.

I understand that I may be asked for proof of residency and that if I cannot provide it any place offered may be withdrawn.

I confirm my child is eligible to attend an English publicly funded school.

Please complete and return this form to your child's current primary school by 31 October 2020. Ask them to date stamp the bottom copy and keep for your record. Alternatively you can post the top copy to Student Services, Room SF338, Electric House, c/o Town Hall, Castle Circus, Torquay TQ1 3DR to arrive by 31 October 2020. Enclose a stamped, addressed postcard so that we can confirm receipt. Keep the bottom copy for your record. LATE APPLICATIONS WILL BE AT A DISADVANTAGE. If you have a query about this form please phone 01803 208908.

\*See definition of sibling in admission policies for schools concerned

\*\*See school's admission policy

## **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 or 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, the local health authority 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 information on 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 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)