**APPLICATION FORM (TIPS4 / B)**

**Admission to a Torbay school (in year)**

**Complete this form if you are applying to one or more of the following schools:**

**Primary Schools**

***Brixham:*** *Brixham C of E - Eden Park Academy - Furzeham Primary - Galmpton C of E\**

*St Margaret Clitherow RC\**

***Paignton:*** *Collaton St Mary C of E - Curledge Street Academy - Hayes School*

*Kings Ash Academy - Oldway Primary - Roselands - Sacred Heart RC\* - White Rock*

***Torquay:*** *All Saints Babbacombe C of E\* - Cockington Primary - Homelands - Preston*

*Priory RC\* - Our Lady of the Angels RC\* - Sherwell Valley - Shiphay Learning Academy St Margaret’s Academy - St Marychurch C of E\* - Torre C of E\* - Upton St James - Watcombe*

*If you want to apply for Barton Hill Academy, Ellacombe Academy, Ilsham Academy or Warberry Primary, please complete* ***TIPS4 A*** *and send directly to the school*

**Secondary Schools**

***Brixham:*** *Brixham College*

***Paignton:*** *Paignton Community & Sports Academy*

***Torquay:*** *Torquay Academy - The Spires College*

*If you want to apply for Churston Ferrers Grammar School, St Cuthbert Mayne RC/C of E School, Torquay Boys’ Grammar School or Torquay Girls’ Grammar School, please complete* ***TIPS4 A*** *and send directly to the school*

Due to Coronavirus restrictions, we are currently unable to process paper forms posted to our offices. Please download any application you need to make, complete electronically and send to us by email: [**pupil.services@torbay.gov.uk**](mailto:pupil.services@torbay.gov.uk) or phone us on 01803 208908

If you find it difficult to contact us by phone, please email us with your queries and we will do our best to give you a prompt reply.

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| **Please read these notes before completing the application form.**   1. If your child has an Education, Health & Care Plan (EHCP) you should contact Torbay Council’s Special Educational Needs and Disabilities Team on 01803 208274 or by emailing [ehcp@torbay.gov.uk](mailto:ehcp@torbay.gov.uk) to discuss your child’s learning needs BEFORE you complete an application form. If you do not do this, the school may not be able to put in place the correct support for your child. 2. Please complete all sections on the application form. You will need to complete a separate form for each child. 3. You do not have to give reasons for wanting your preferred schools but you are welcome to if you would like to. 4. You will need to send proof of residency, e.g. a rental agreement, utility bill or evidence of exchange of contracts where a school is over-subscribed so that we can ensure that we are using the correct address to assess how your child should be ranked against a school’s admission criteria. 5. You should read the full admission arrangements for your preferred school(s) for details of definitions and for information about how applications will be prioritised. These are available from schools or on Torbay Council’s website; www.torbay.gov.uk 6. Only a few schools prioritise children on the basis of exceptional medical or social need. You should check your preferred school admission policy before you tick this box on the application form. 7. If you live outside of the UK and do not have permanent right of residence, please check that your visa permits you to access a state school place. We will not be able to offer a place until your child is in the UK. 8. For faith schools marked with an asterisk\* above you should also complete a supplementary information form if applying on faith grounds. You can get this from the school or from Torbay Council’s website; www.torbay.gov.uk 9. For selective schools, your child will be required to sit a selective test. |

**Section 1 – about your child**

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| --- | --- | --- | --- | --- |
| **Surname/Family name of child** |  | | | |
| **Forename(s) of child** |  | | | |
| **Date of Birth** |  | | **Sex** |  |
| **Current address of child** |  | | | |
| **Future address of child**  **(if moving)** |  | | | |
| **Date of move to new address** |  | | | |
| **Is your child in the care of a local authority, adopted after being in care or subject to a Child Arrangements Order or Special Guardianship Order?** |  | | | |
| **If so, please give details** |  | | | |
| **Please give names of any siblings living at the same address** |  | | **Date of birth** |  |
|  | | **Date of birth** |  |
|  | | **Date of birth** |  |
| **Are you applying for priority as a member of staff at your preferred school? If so, please give details** |  | | | |
| **Does your child have an exceptional medical or social need to attend one of your preferred schools?** |  | **If yes, you will need to provide supporting evidence directly to the school as stated in their admission policy** | | |

**Section 2 – about you**

|  |  |  |  |
| --- | --- | --- | --- |
| **Your full name** |  | | |
| **Relationship to child** |  | | |
| **Do you have parental responsibility for the child?** | **Yes/No**  **If you do not have parental responsibility, you cannot apply for a school place** | | |
| **Your address (if different from the child’s address)** |  | | |
| **Your future address if moving**  **(if different from the child’s address)** |  | | |
| **Home phone no** |  | **Mobile No** |  |
| **Work phone no** |  | **Email** |  |
| **Are you currently serving in UK armed forces and being posted to the area / a**  **crown servant returning from overseas? If yes, please give details** |  | | |

**Section 3 - Additional information**

Torbay council wants to support the most vulnerable pupils in gaining a place in an appropriate school without a long delay. We define children in the following categories as vulnerable:

1. Children from the criminal justice system or PRUs/alternative provision who need to be reintegrated into mainstream education
2. Children who have been out of education for two months or more, provided parents can demonstrate that, during the required period, they were actively seeking a school place and that they were living in the UK
3. Children of Gypsies, Roma, Travellers, refugees and asylum seekers
4. Children who are homeless (including children living in refuges)
5. Children with unsupportive family backgrounds for whom a place has not been sought
6. Children who are carers
7. Children with SEN, disabilities or medical conditions (but without an Education, Health & Care Plan)
8. Children with a Child Protection Plan in place
9. Children who were permanently excluded from their last maintained school placement and who are ready for re-integration to an alternative school
10. Children returning to school following a period of unsuccessful elective home education

Normally schools will admit all pupils if they have space but sometimes the local authority will intervene to assist the child in getting a place.

Is there anything you would like to tell us about your child if you believe they fall into one of these groups? Please note, we will share this information with the schools you are applying for, or with other local schools if we need to approach them to find your child a place.

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If you would be willing for the Local Authority to contact your child’s current/previous school for additional information to support a move to a new school, please give contact details here:

|  |  |
| --- | --- |
| Name of current/previous school: |  |
| Address of school if outside of Torbay: |  |
| Email contact details (if known): |  |

Is there anything else you would like to tell us about your child that you are willing for us to share with the schools you are applying for, or with other local schools if we need to approach them to find your child a place?

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**Section 4 – your preferred school(s)**

**1st preference**

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| --- | --- | --- | --- |
| **School name** |  | | |
| **Reason for preference (optional)** |  | | |
| **Does a sibling attend this school?** |  | | |
| **If YES, please give name** |  | **Date of birth** |  |

**2nd preference**

|  |  |  |  |
| --- | --- | --- | --- |
| **School name** |  | | |
| **Reason for preference (optional)** |  | | |
| **Does a sibling attend this school?** |  | | |
| **If YES, please give name** |  | **Date of birth** |  |

**3rd preference**

|  |  |  |  |
| --- | --- | --- | --- |
| **School name** |  | | |
| **Reason for preference (optional)** |  | | |
| **Does a sibling attend this school?** |  | | |
| **If YES, please give name** |  | **Date of birth** |  |

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| --- | --- | --- | --- |
| **Have you been refused a place at a Torbay school in the past 6 months?** |  | **If yes, at which school(s)?** |  |

**Section 5 – Agreement/Declaration**

I understand that by completing this form I am expressing a preference for this school but that it does not guarantee a place.

I understand that the details of my application may be passed to a school or schools I have not listed as preferences if there are no spaces, so that my child can still be given a school place. I confirm that my child is eligible to attend an English publicly funded school.

I enclose/attach proof of my address / future address if moving

I confirm that all details given on this application are correct.

Signed Date Electronic submission of this form constitutes confirmation as above.

**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)