



Application Form for In-Year Admission to English Martyrs CVA



Please return this form to:

Marianne Valiente

English Martyrs CVA, Willow Crescent, Oakham, Rutland LE15 6EH

office@englishmartyrs.rutland.sch.uk

Our admissions policy is available to view at

<https://www.englishmartyrs.rutland.sch.uk/admissions.html> or from the school.

*** PLEASE COMPLETE THE WHITE SECTIONS as appropriate ***

Child's forename	PLEASE PRINT USING CAPITAL LETTERS	Child's surname	PLEASE PRINT USING CAPITAL LETTERS
Gender	PLEASE STATE	Date of Birth	PLEASE STATE
Child's address including post code	PLEASE STATE		
Present / Previous School <i>*please delete as appropriate</i>	PRESENT / PREVIOUS SCHOOL* NAME and ADDRESS		
Does the child have any siblings already attending our school?	PLEASE DELETE AS NECESSARY YES/NO	IF 'YES' PLEASE PROVIDE DETAILS	
		Sibling name	Date of Birth
		Sibling name	Date of Birth

Parent/Carer full name	PLEASE PRINT USING CAPITAL LETTERS	Title	PLEASE STATE
Your address (if different to address above)			

Telephone Number	PLEASE STATE	Email Address	PLEASE STATE
Relationship to the child	PLEASE STATE	Do you have parental responsibility for this child?	PLEASE DELETE AS NECESSARY YES/NO

Is the child currently looked after or in the care of a local authority?	PLEASE DELETE AS NECESSARY YES/NO	If 'yes', by which authority?	PLEASE STATE
Has the child previously been in care or is adopted?	PLEASE DELETE AS NECESSARY YES/NO	If 'yes' please detail the local authority or internationally adopted organisation involved	PLEASE STATE
Please provide details of a social worker or other professional contact involved	NAME AND ROLE		CONTACT DETAILS
Does the child have a Educational Health and Care Plan (EHCP)?	PLEASE DELETE AS NECESSARY YES/NO		

The local authority must ensure that vulnerable children and those without a school place who are unsuccessful in securing a place through the in-year admissions process are found a suitable school place quickly. So that they might establish the most appropriate placement for each child if this applies, we need to ask the following additional questions of all applicants. We will advise the local authority of your answers if we are unable to offer you a place.

Has your child been excluded from school within the last 12 months?	PLEASE DELETE AS NECESSARY YES/NO	- IF 'YES' WHEN WAS THE LAST EXCLUSION ISSUED? - WHEN DID YOUR CHILD LAST ATTEND SCHOOL?	
Is the child subject to a Child in Need Plan or a Child Protection Plan (or having had a Child in Need Plan or a Child Protection Plan within the past 12 months)?	YES/NO	Does the child live in a refuge or in other Relevant Accommodation?	YES/NO

Is the child returning from the criminal justice system?	YES/NO	Is the child currently in alternative provision and ready to be reintegrated into mainstream education?	YES/NO
Is the last school your child attended a Learning Centre or Pupil Referral Unit?	YES/NO	Is the child in a formal kinship care arrangement? (as evidenced by a child arrangements order not relating to either birth parent or a special guardianship order)	YES/NO
Is the child homeless?	YES/NO	Is the child a carer?	YES/NO
Is the child a Gypsy, Roma or Traveller?	YES/NO	Is the child a refugee or asylum seeker?	YES/NO

Declaration:	I confirm that the above-named child is permanently resident at the address stated. I certify that the information given by me on this form is complete and true and I understand that the academy / Local Authority will take such steps as they consider necessary to verify the same. (This may mean contacting your present or previous school.) I note that misleading or fraudulent information could result in the withdrawal of any offer of a school place.		
SIGNED:	PLEASE SIGN BELOW	DATE:	PLEASE DATE
NAME	PLEASE PRINT USING CAPITAL LETTERS		

In addition, **all applicants wishing to apply for a place under a faith criterion** should complete the **Supplementary Information Form** and provide the associated evidence required. This form is available from the school.

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, the St Thomas Aquinas Catholic Multi-Academy Trust wishes to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. As providers of Catholic education the St Thomas Aquinas Catholic Multi-Academy Trust works closely with the Diocesan of Nottingham Education Service, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
2. The people responsible for data protection within our organisation are Antionette Bouwens (DPO) and you can contact them with questions relating to our handling of the data. You can contact them by email: abouwens@aquinas-cmat.org
3. We require the information we have requested for reasons relating to our functions as the admission authority of the School.

4. It is necessary for us to process personal data 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(1)(e) of the GDPR).
5. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. It is necessary for us to process special category data 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(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
7. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
8. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
9. To read about your individual rights you can refer to the St Thomas Aquinas Catholic Multi-Academy Trust's fair processing notice and data protection policies.
10. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by referring to the Complaints Procedure of the relevant school and which is published on the school website. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: ico.org.uk.

By signing this form I confirm that I have read the Admissions Policy of the school applied for and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the offer of a place may be withdrawn even if the child has already started school.