



RUTLAND COUNTY COUNCIL
IN-YEAR ADMISSION TO SCHOOL 2022-2023
APPLICATION FORM

This application form should be used to apply for a place at Oakham C of E Primary School.
 If you wish to apply for a place at a Rutland voluntary aided or academy school, please contact the relevant school direct for an application form. For more information please visit the 'In-Year Admissions' page of our website at www.rutland.gov.uk/admissions

1. CHILD'S DETAILS

All 'Legal' names should be the same as stated on the child's birth certificate or deed poll documentation

Child's Legal Surname

Child's Legal Forename

Child's Middle Name(s).....

Preferred Names (if different to Legal Name).....

Date of Birth Gender (M/F)

Full name of current school

Address: The address given should be the address of the parent/carer with whom the child spends the majority of time as a child of a family during term-time.

House/Flat Name.....

Number Street.....

Village/Town

County..... Postcode.....

If you are moving house, please tell us the new address and the expected date of arrival at the new address. Proof of the new address will be required. This can be in the form of proof of exchange of contracts or a tenancy agreement.

House/Flat Name.....

Number Street.....

Village/Town

County..... Postcode.....

Date of arrival

Is the child "looked after" or has the child previously been "looked after" by a Local Authority? (Sometimes referred to as "being in care") YES / NO

If YES, which Local Authority?

Does the child or a family member have a special educational, medical or domestic need? YES / NO

If yes, please give details below and, if necessary, continue on a separate sheet. You must also attach supporting evidence from a recognised professional. If such evidence is not attached, your application will not be considered as a special educational, medical or domestic need.

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Does the child have an Education, Health and Care Plan (EHCP)? YES / NO

2. PARENT/CARER DETAILS

Parent/Carer Surname..... (Mr/Mrs/Miss/Ms)

Parent/Carer Forename(s)

Relationship to child

Do you have parental responsibility for this child? YES / NO

Parental responsibility is defined as the biological mother of the child. The father must be named on the child's birth certificate or have a responsibility agreement with the mother or a responsibility or residency order obtained through the courts. If you have answered 'no' to the parental responsibility question or require clarification on any other area of 'parental responsibility' please contact Rutland County Council on 01572 722577.

Home Tel No (incl. area code).....

Work Tel No Mobile Tel No

Email address

If the parent/carer address is the same as the child's address, you need only tick this box

If the address is different, please complete the address details below:

House/Flat Name.....

Number Street

Village/Town

County Postcode

3. SCHOOL PREFERENCE

This application form is to apply for an in-year place at Oakham C of E Primary School.

If you wish to apply for a place at a Rutland voluntary aided or academy school, please contact the relevant school direct for an application form. For more information please visit the 'In-Year Admissions' page of our website at www.rutland.gov.uk/admissions

Name of preferred school: OAKHAM C OF E PRIMARY SCHOOL

Please select your reason(s) for choosing this school by ticking the relevant box(es):

Catchment area Other reason:

Sibling at preferred school

Special Need

Comments
.....
.....
.....

Date school place is required

4. OLDER SIBLING AT THE SCHOOL

If your child has a sibling already attending Oakham C of E Primary School, please give details below. (The definition of 'sibling' is contained within Rutland County Council's Admission Arrangements, a copy of which is available on the admissions website at www.rutland.gov.uk/admissions or by contacting the School Admissions Service on 01572 722577).

Sibling's Legal Full Name.....

Sibling's Preferred Name (if different to legal name).....

Sibling's Date of Birth

Sibling's Current School

5. PARENTAL DECLARATION

- I understand that when I receive an offer of a place I will need to respond to the offer within the timescale given or the offer may be withdrawn.
- I understand that once my child has been allocated a place I will have to complete a second form to provide further details about my child to the school offered and may also need to provide a copy of my child's birth certificate.
- The information on this form is correct and I understand that the offer of a place may be withdrawn by the local authority if this application is found to be based on fraudulent or misleading information.

Parent/Carer name:

Parent/Carer signature:

Date:

Please return completed forms by post to:

**School Admissions
Rutland County Council
Catmose
OAKHAM
Rutland
LE15 6HP**

Or by fax to: **01572 758307**

To safeguard your child's personal data we advise that you do not return your completed application form by email.

In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR), which comes into effect in May 2018, we have to provide you with information about the personal data you give to us. This information is set out below:

Rutland County Council is the data controller for the personal information you may provide. You can contact us by telephone on 01572 722577, via email to dataprotection@rutland.gov.uk or by writing to us at Data Protection, Catmose, Oakham, Rutland LE15 6HP.

Your information will be used so that we can carry out our statutory duty with regard to school admissions and securing an allocated school place for your child.

Your personal data may be shared with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so under other legislation. We may share the data with third parties if we are required by law to do so, this may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent.

We will keep your data for the current academic year and further four years. This is in accordance with Rutland County Council's Document Retention and Records Management Policy and Procedures and Rutland County Council's Retention Schedule.

You have the following rights under GDPR. Please note not all of these rights apply to all processing. Further details on each right can be found on our website at <https://www.rutland.gov.uk>

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights related to automated decision making, including profiling.

Rutland County Council would like to contact you to provide you with information on other Council services. If you consent to us contacting you for this purpose please tick here.

If you are not happy with the way the Council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office.