

**Application to transfer from Primary to Secondary School in Torbay for September 2024****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?		If 'yes' by which authority?	

**Preference details**

The Supplementary forms for St Cuthbert Mayne, Torquay Academy and Torquay Boys' Grammar School plus registration forms for the selective tests must be sent direct to the appropriate school. For the published deadlines please contact the school 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 provide 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 provide 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 provide name and date of birth	

If you are applying for a place at The Spires College is this for the Selective stream?

**Yes/No**

**Applicant details**

Name of applicant with title (Mr, Mrs, Ms etc)			
Address (if different from child's)		Postcode	
Home phone number		Mobile	
Work phone number		Email	
Relationship to child			
Are you applying for priority as a member of staff?		If 'yes' please provide name of school	
Please ensure you have completed the supplementary form** and sent to the school by 31.10.23			

**Please now read and sign the declaration overleaf.**

## Declaration:

- I understand that by completing and submitting this form I am expressing a preference for a 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- I understand that I may be asked for proof of residency and that if I cannot provide it any place offered may be withdrawn.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.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please send completed form, by email, to [pupil.services@torbay.gov.uk](mailto:pupil.services@torbay.gov.uk) or return to your child's primary school.

Please ensure the form is received by the Admissions Team by no later than **31<sup>st</sup> October 2023**. **LATE APPLICATIONS** will be at a disadvantage.

If you are unable to submit the form by email or return to your child's primary school, please call **01803 208908** as soon as possible.

## Definitions:

- \*See definition of sibling in the admission policy for each school
- \*\* See schools admission policy

## How we use and handle your information: School Admissions, 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 and Free School Meals, which could include information about your child's health.

### • Why do 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 and free school meals.

Our lawful basis for processing yours and your child's personal data is our 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 purpose 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 (please see 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 anytime you can request to have a copy of the information we hold about you and if you feel that 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 can 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)

