

LONGDEAN SCHOOL – APPLICATION FORM FOR IN-YEAR ADMISSIONS

Hemel Hempstead

Herts HP3 8JB

Tel: 01442 217277 email: admissions@longdean.herts.sch.uk website: www.longdean.herts.sch.uk



Please complete the form below and return it to the address above, marked "Admissions". The information will assist us in dealing with your child's needs appropriately.

Details of Student (Please use BLOCK CAPITALS)

Surname: First Name:

Other Name(s): Gender: Date of Birth:

Address: E-mail address of parent/carer:

Town:

County: Mobile number of parent/carer:

Post Code:

Home Telephone Number:

Name of Parent/Carer with parental responsibility:

Name(s) of any siblings at Longdean :

Previous School: Town/post code:

Reason for leaving previous school.....

Oversubscription criteria.

1. Children looked after and children who were previously looked after, but ceased to be so because they were adopted, subject to a special guardianship order or child arrangement order.
2. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school*, this includes children previously from abroad who were cared for by the state because he or she would not otherwise have been cared for adequately and subsequently adopted.
Medical or Social
*A panel of Hertfordshire County Council officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.
3. Sibling Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school. Note: the 'normal age range' is the designated range for which the school provides, for Longdean this is, Years 7 to 13 in an 11-18 school.
4. Children of members of staff who have been employed directly by the school on a permanent contract, for two or more years at the time at which the application is made whether full time or part time, teaching or educational support staff.
5. Children who live in the priority area for whom it is their nearest* Hertfordshire maintained school or academy that is non-faith, co-educational and non-partially selective. For Longdean School the priority areas are Hemel Hempstead, Kings Langley, Abbots Langley, Berkhamsted, Tring, Garston, Watford, Chorleywood and Rickmansworth.
Note: non-partially selective means that the school does not offer any places on academic ability.
6. Children who live in the priority area who live nearest the school.
7. Children living outside the priority area on the basis of distance, with those living nearest to the school given priority.

Parents/Carers should indicate, by clearly ticking one or more of the appropriate boxes, under which criterion or criteria they are applying on behalf of their child for admission to the School:

1 2 3 4 5 6 7

Evidence from the Local Authority should be submitted with regard to Public Care Orders and Statements of Special Educational Needs or Education, Health and Care Plans which name this School. If the application is being made under Criterion 3 (Sibling), the name(s) of current sibling(s) should be indicated above. **Parents who are applying under Criteria 5, 6 and 7 will need to provide proof that the home address quoted is the permanent residence of the applicant.** In order to comply with the School Admissions Code, Hertfordshire County Council will be informed of this application and its outcome. The school takes part in Hertfordshire County Council's Fair Access Protocol and will admit children under the policy as necessary before children on the continuing interest list. Parents have the right of appeal to Hertfordshire County Council.

Continue on next page

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Thank you for completing this form. Please indicate below to show that:

- You have 'Parental Responsibility' for this student (GDPR Article 8)
- You have provided this information correctly to the best of your current knowledge and that you will advise the school of any errors or mistakes in a timely manner. You will notify the school as soon as is reasonable of any changes, corrections or omissions.

The school may withdraw any offer of a place if these details are deemed to be fraudulent.

I have parental responsibility for the above student and have completed this form to the best of my current knowledge.

Student's Name

Name Signed: Parent/Legal Guardian

Dated

Data Protection Act 2018: The information provided on this form is subject to the Data Protection Act 2018 (GDPR).

LONGDEAN SCHOOL ACADEMY TRUST are committed to ensuring the security and protection of the personal information that we process and to provide a compliant approach to data protection.

Details of our GDPR Policy, Retention Policy and Privacy Notices can be found at

<http://www.longdeanschool.co.uk/index.php/about-us/how-we-do-it/policies.html>

Longdean School routinely publish a range of information as detailed in our Publication Scheme July 2018. Any requests for hard copies or inspection should be addressed to DPO@longdean.herts.sch.uk

You're and the students' rights regarding personal data.

You have a number of rights under data protection law in the UK.

- **Access:** You have the right to access the personal data we may hold about you and the purposes for which we are using it.
- **Rectification:** You have the right to request that we amend any personal data which is incorrect or requires updating.
- **Erasure:** You have the right to request that we delete any personal information pertaining to you. We will assess any deletion request on a case by case basis and in line with the SCHOOL's and Education Authority's policies at that time.

If you wish to exercise any of these rights please us the following contact details:

Email: dpo@longdean.herts.sch.uk

Data Protection Officer, Longdean School Academy Trust, Rumballs Road, Hemel Hempstead, Hertfordshire, HP3 8JB