



Admissions Information Booklet

Please retain this booklet, for your own reference and information



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Completing the Admissions Booklet

The information in this booklet is designed to help you complete the Admission Form as accurately and fully as possible. It also gives you information about your rights regarding data protection regulation and you should keep it for future reference and not hand it in with the Admission Form when completed. If you have any difficulty please email office@sawstonvc.org.

Data Protection Regulations

The General Data Protection Regulations, Data Protection Act (2018) and the Education (School Records) Regulations (1989) protect this strictly confidential information, stored on the college's pupil records database. The information on ethnic origin and first language is needed by the college and by Cambridgeshire County Council (the Children's Services Authority). A copy of Cambridgeshire County Council's Privacy notice can be found at <https://www.cambridgeshire.gov.uk/privacy-statement/education-service-privacy-notice/>

For further information on the handling of personal data, please see a copy of the Privacy Notice at: <http://www.sawstonvillagecollege/thecollege/keypolicies/>

1. Pupil Details

Legal Names

These must be as shown on the pupil's birth certificate.

Preferred Names

These are the names that your child wishes to be called in college.

Gender

We can only currently record gender as Male or Female. If your child associates with a gender other than this please let us know.

Home Address

This should be the main residence of the child. If you have joint custody and the child alternates between addresses please notify the college in writing of the alternative arrangements.

Previous UK School

If the previous school that your child attended was overseas, **please also enter the name of any school that they attended in the UK. There is no need to complete this if your child's previous school was in the UK.**

Date of Arrival in UK

Please enter the date that your child became a resident in the UK if coming from overseas.

Name and mentor group of siblings

Please enter the names and mentor groups of any older siblings who already attend the college.

2. Ethnicity, Religion and Language

Ethnic Origin

Please tick the description that most accurately represents your child's ethnicity.

Religion

If you do not wish to disclose this please enter 'Answer Declined'.

First Language & Second Languages

Please enter the language that your child speaks at home and any other language that they can speak fluently under 'Second Language'.

3. Other Information

The school can claim extra funding to help accommodate. The needs of pupils with certain circumstances. Please tick the columns where any of these apply to you.

Travel and Lunch Arrangements

Please tick the method of transport that represents the most frequently used or the longest element of your child's journey to college by distance.

Please tick which lunch arrangement your child will use the most.

4. Medical and Special Needs

Disability

A disability is defined as 'a physical or mental impairment which has substantial and long term adverse effect on your child's ability to carry out normal day to day activities'. If your child has a disability please enter a brief description on the admission form and also inform the college of the nature of the disability and how it affects their school day.

Special Needs Provision

If your child is already receiving special needs provision at their present school, please enter the levels of provision provided. This is usually one of the following:

- Education Healthcare Plan
- SEN Support

Medical Condition

Please let us know if your child has any medical conditions including allergies. If there is insufficient space on the form please send us more details on a separate sheet.

Medication to be stored at college

If you need us to store medication at college you will need to fill in an additional form giving us more information and permission to dispense this. Without your written consent we will be unable to administer any medication.

Administration of medicine at school

Please note that parents should keep their children at home if acutely unwell or infectious.

- a. All pupils at this school with medical conditions have **easy access to their emergency medication.**
- b. Pupils know where their medication is stored (Reception) and how to access. Parents need to complete the Medical Permission form.

Administration – general

- c. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity
- d. Parents at the college are informed that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the college immediately.
- e. If a pupil at the college refuses their medication, staff record this a follow procedures. Parents are informed as soon as possible.

- f. All staff attending off-site visits are aware of any pupils with medical conditions of the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- g. If a trained member of staff, who is usually responsible for administering medication, is not available, the college makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

5. Emergency Contacts

Please enter names in order of priority, of the people who you would like us to contact in an Emergency. We would prefer that you tell us the names of at least two people. One of the first two names must have parental responsibility.

Who has parental responsibility?

- A mother automatically has parental responsibility [parental responsibility](#) for her child from birth.
- A father usually has parental responsibility if he's either:
 - married to the child's mother
 - listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in)
 - If the parents of a child are married when the child is born, or if they've jointly adopted a child, both have parental responsibility.
 - They both keep parental responsibility if they later divorce.

Unmarried parents

An unmarried father can get parental responsibility for his child in 1 of 3 ways:

- jointly registering the birth of the child with the mother (from 1 December 2003)
- getting a parental responsibility agreement with the mother
- getting a parental responsibility order from a court
- You can apply for [parental responsibility](#) if you don't automatically have it.

All details about parental rights & responsibilities can be found here <https://www.gov.uk/parental-rightsresponsibilities/who-has-parental-responsibility>

The college uses this criteria to determine who we are allowed to disclose information to regarding the child so it is important that we know the details for all parents who qualify.

Contact Details for parents or carers with parental responsibility

- Please enter all the telephone numbers that you are happy for us to contact you with placing them in the order of preference.
- Please also enter an email address that you use so we can identify you when you contact us. We will use that email address to contact you for all school communication.
- If you supply us with your national insurance number and date of birth then the information is used by the local authority to ascertain if your child becomes eligible for free school meals at any future date. You do not have to complete this part if you have any objections to us recording this information.

Separated Parents

Please let us know the details of any parent who is no longer living with the child and who would like to receive copies of correspondence or reports sent out by the college.

If there is restricted access or a court order please let us know in writing and enclose a copy.

For other contacts without parental responsibility

It is possible that you may wish to have a person that does not have parental responsibility such as a grandparent, friend, older sibling or neighbour as an emergency contact. We now require their permission to record their information on our data base and will need their signature for them to be assigned as a contact for your child. The guidance that we follow is detailed on the following page and they should read this before signing the form.

GDPR Consent Guidance for emergency contacts without Parental Responsibility

Under data protection law, individuals have a right to be informed how the school uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data <http://www.sawstonvc.org/thecollege/keypolicies/> This privacy notice explains how we collect, store and use personal data about pupils.

We Anglian Learning, Bottisham Village College, Lode Road, Cambridge CB25 9DL are the 'Data Controller' for the purposes of data protection law.

Our 'Data Protection Officer' (DPO) is The ICT Service (see contact us below).

The personal data we hold

We have been asked to hold some personal data about you by a parent or carer of a pupil at our school. The personal information we hold are: Your contact details, including your address. Note: There is no need to complete the section for National Insurance number and date of birth shown on the Admission Form as this is for parents only.

Why we use this data

We use this data to: Contact yourself should the need arise regarding the pupil your information is stored against.

Our legal basis for using this data

We only collect and use personal data when the law allows us to do so. Most commonly, we process it where: Consent has been given by you for us to store your personal data to use as detailed above.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. If you wish to withdraw consent, please contact the school who will explain how you go about withdrawing consent and arrange for your personal data to be removed from all areas it is stored.

Collecting this information

There is no mandatory requirement for you to provide us with this information.

How do we store this data?

We will keep your information only for the period that the relevant pupil attends our school.

Data Sharing

We do not share information about you with any 3rd party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- ♣ Our Local Authority – to meet legal obligations to share certain information with it, such as safeguarding concerns
- ♣ Police forces, courts, tribunals

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights regarding personal data

Individuals have a right to make a Subject Access Request (SAR) to gain access to personal information that the college holds about them.

If you make a Subject Access Request, and we do hold information about you, we will:

- ♣ Give you a description of it
- ♣ Tell you why we are holding and processing it, and how long we will keep it for
- ♣ Explain where we got it from (if not from you)
- ♣ Tell you who it has been, or will be, shared with
- ♣ Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- ♣ Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances (right to data portability).

If you would like to make a request, please contact the college office in the first instance office@sawstonvc.org

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- ♣ Object to the use of personal data if it would cause, or is causing, damage or distress
- ♣ Prevent it being used to send direct marketing
- ♣ Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- ♣ In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- ♣ Claim compensation for damages caused by a breach of the data protection regulations

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think our collection or use of data is unfair, misleading or inappropriate, or have any concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer at dpo@theictservice.org.uk

Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns>

- ♣ Or telephone them on 0303 123 1113

♣ Or write to them at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Contact us if you have any questions, concerns or would like more information about anything either in this documentation or our privacy notice, please contact the college office in the first instance office@sawstonvc.org

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and other emergency contacts and to reflect the way we use data in this school.

6. Parental Consent

To comply with various regulations we require your signature for each of the options shown. You also need to be aware that when your child is deemed to have adequate capacity and understanding, in some circumstances he/she can override your decisions. For more information please refer to the school website where there is a list of all related school policies. <http://www.sawstonvc.org/thecollege/keypolicies/>

If you wish at any point in time to change your preferences or withdraw your consent please email office@sawstonvc.org

Biometric

The college has biometric software which stores an electronic record of your child's fingerprint. This is then used in the canteen to identify each pupil and deduct the funds for their school lunch. If you do not wish to have your child's fingerprints taken you are entitled to an alternative option where your child can be given a pin number. Please sign one of the two options.

Media/Social Media

The college will take a photograph of your child when they first attend. This is used to identify them when on school premises, for the purposes of teaching and learning and safeguarding and is not optional.

There are a number of occasions during any school year when we photograph pupils, either using still images or video which may be used for external publicity and on social media. These will always show the college and pupil in a positive light. Staff may take photographs or videos of pupils during school activities (including lessons and trips) in order to record and celebrate their work and promote the college. We will also periodically employ professional photographers to take photographs and video recordings of pupils.

The content has been divided into three areas to give you more control over which areas you would be happy to allow us to use. Note that where a photograph is put into the public domain only forenames are given.

- **Literature and Publications.** Sign this option to give us your permission to use your child's photograph in publications such as the prospectus or termly newsletter.
- **Media/Social Media.** Sign this option to give us your permission to forward pictures to the local newspapers or use on social media such as Twitter.
- **Website** Sign this option to give us your permission to display pictures or video of your child on our website.

Should this consent be withdrawn at any time, please be aware that the consent will still be valid for any publications already printed.

Offsite Activities

There are various occasions when your child may be asked to represent the school in events that are held off-site. Parents will always be informed on an individual basis beforehand. You need to give us your permission if you wish your child to take part in such events.

Training

There are occasions when your child may be asked to take part in research, training and quality assurance processes where they will be photographed, filmed and recorded and for these to be used within the College or to be used anonymously in the context of training provided to or by others working in education (for example, presenting to colleagues at another college). You need to give your permission if you wish your child to take part in such training.

Research

There are occasions when researchers will process and publish anonymously data regarding your child's academic work, experience and attitudes, including anonymised examples of their work. (Such researchers would either be employees of Anglian Learning or permitted third parties, such as those based at academic institutions, engaging in legitimate educational research approved by Anglian Learning). You need to give us permission if you wish your child to take part in such research.