

Weald of Kent Grammar School In Year Process Notice

Weald of Kent Grammar School is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about an In Year applicant during the application process until they are either admitted to the School, or the application process has been completed. We are required to notify you of this information, under data protection legislation.

Why do we collect this information?

Once an application form is received, the school uses the information in it to start the process to assess the child's eligibility for a place and to determine whether a place is available in the appropriate year group.

How we collect the information

The information is collected from the Kent County Council In Year Application Form (IYAF), available from the KCC or our own website.

What information do we collect?

We collect the following information from the In Year application form in order to process an application:

- Child's name and address
- Child's gender
- Child's date of birth
- Parent's name and contact details
- Child's current school
- Child's special educational needs, Looked after Child or Adoption status
- Parent's Crown Servant status

How we may share the information

The information will be shared with members of staff and governors directly involved in the application and assessment process.

As a grammar school, part of the decision-making process is to assess eligibility for a place at the school using Cognitive Ability Tests (CAT) provided by GL Education. These are online age-standardised tests that require us to input the applicant's name and date of birth in order to generate results.

It is not expected that children sit tests on multiple occasions when applying for a grammar school in Kent. In order to provide timely decisions and feedback for parents, In Year testing is carried out by an informal grouping of local schools – Weald of Kent Grammar School, Tonbridge Grammar School and Tunbridge Wells Girls Grammar School – who share testing dates and results. At the point of application we need to share with both schools the child's

name and date of birth which enables us to advise on the most suitable testing date and venue and to avoid duplicate testing. We then share test results amongst the three schools as indicated above in order to inform each school's own decisions, which are made in accordance with their own admission policies.

We are required to share with Kent County Council a list of students to whom Weald of Kent Grammar School have offered a place.

How long we keep your information?

We keep the personal information that we obtain during the application process for no longer than is necessary for the purposes for which it is processed. If your child is successful and is admitted to the school the information will be retained and processed in line with our Privacy Notice for Parents and Students. If they are unsuccessful the data will be retained until 31st October following the September in which they would have joined the school.

Please sign and return ONE copy of this notice to indicate your consent to the arrangements as stated above and keep the other copy for your records.

Applicant Name:

Year group applying for:

***My child has already taken a CAT test for entry to a Kent Grammar School for this year group**

Date of last CAT test:

Name of school the test was taken at:

I authorise Weald of Kent Grammar School to access the results by communicating with (please provide an email address of a contact at the school where your child was tested).

OR

***My child has not yet taken a CAT test for entry to a Kent Grammar School for this year group** and I authorise Weald of Kent Grammar School to share application information with Tonbridge Grammar School and/or Tunbridge Wells Girls Grammar School in order to identify the best date for the assessments. I further authorise Weald of Kent Grammar School to request/share with Tonbridge Grammar School and/or Tunbridge Wells Girls Grammar School results information after assessment in order to process the application efficiently and effectively.

Parent/Carer name:

Parent/Carer signature:

Date: