

How will we use the information provided in this form

Please complete this form in as much detail as possible. We need this information to be able to process your application for a place for your child.

Information which is mandatory for you to provide is indicated below by a *

If your child has or will have a time restricted or temporary visa in any other immigration category (for example, as a dependent) please provide a copy of this when returning this form or as soon as you have it.

Please note that we reserve the right to:

- a) request further information and sight of documentation in support of your declarations regarding immigration; and
- b) share information with UK Visas and Immigration (**UKVI**) and the Home Office for the purposes of compliance with our responsibilities as a licenced sponsor.
- c)

By completing this registration form you hereby consent to our notifying and / or supplying information relating to your (i.e. the parents) and / or your child's right to enter, reside and / or study in the United Kingdom to UKVI and the Home Office (and to do so whether we sponsor your child or not).

This information will be used by the College during the admissions process in order to manage and assess your application and your child's suitability for a place at the College.

For example:

- a) we may contact your child's current or previous school to ask for a reference;
- b) we may ask for information about other schools to which you are applying because they may hold their entrance exam on the same day as ours;
- c) we may contact other people with parental responsibility to check that they consent to your child joining the College;
- d) the Confidential Information Form will be used to ensure that we have made any reasonable adjustments/suitable arrangements for your child when they visit the College or during any entrance assessments and subsequently if they are offered a place;
- e) we may share your information with credit reference agencies.

We may also need to share information with UKVI as explained above.

If your child is not offered a place, or if you do not accept the offer of a place, we will only retain this information for as long as we need to. Unless there are exceptional circumstances, information is kept for a year after the end of the admissions process.

For more information about how the College will use your information, and your child's information, please see our parent and pupil privacy notices. These documents are published on the College's website: <https://www.stedmundcollege.org/information/policies>. If your child is aged 12 years or older please show them a copy of the pupil privacy notice and discuss it with them.