**ADMISSIONS ENQUIRY FORM**

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**Please complete and return to:**

**Admissions, Derwen College, Oswestry, Shropshire SY11 3JA Tel: 01691 661234**

**e-mail: admissions@derwen.ac.uk**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **APPLICANT’S DETAILS** | | |
| **Proposed date of entry:** |  | | |
| **Full *official* name:**  Prefers to be known as…. |  | | |
| **Date of birth:** |  | **Gender identification** |  |
| **Primary Disability:** |  | **Secondary**  **Disability/ies:** |  |
| **Address:** |  | | |
| **Contact number(s)** |  | | |
| **Email Address:** |  | | |
| **Current place of Education:** |  | **Funding Local Authority:** |  |
| **Careers/Personal Advisor:** | **Name:**  **Email:** | | |
| **Social Worker:** | **Name:**  **Email:** | | |
| **Type (please circle/highlight):** | **Residential or Day**  **Full time or Part time (minimum of 3 days - day only)** | | |
| **Provision (please circle/highlight)** | **Walford Horticulture or Sport & Fitness**  **Ludlow Business Support & Enterprise**  **Telford Business Support or Hospitality or Sales & Marketing** | | |
| **Main Campus (Gobowen)**  **(please circle/highlight):** | **Horticulture**  **Retail and Enterprises**  **Hospitality & Food**  **Performing Arts**  **Learning for Life**  **Springboard (Social Care funded, non-educational programme)**  **Nurture Programme (PMLD, Day only)** | | |
| **Where did you find out about us?:** |  | | |
| **Have you visited us before? If so when and have you undertaken any assessments previously?:** |  | | |
| **Name of person filling in this form/making enquiry:** |  | | |
| **Relationship to applicant:** |  | | |

**The Privacy Notice either issued with this form or available through the email address above details how we will handle the data gathered through this and subsequent assessments.**

**Please provide detailed answers for the following questions. Continue on a separate sheet if necessary**

Does the student need **communication** support?

Has a future **work** area or work interest been identified?

Does the student have **therapeutic** input (SALT, OT, Physio, Psychological)?

If the student has a visual or mobility impairment, how does this restrict their ability to access the environment?

Does the student have a mental health difficulty (including anxiety)?

If the student displays any **behaviours** of concern including verbal and physical aggression, absconding or wandering, damaging of property, give details of triggers, frequency, duration and intensity of behaviour with an explanation of how episodes are resolved.

How does the behaviour impact on others and put others or property at risk?

Describe any restrictive practices (inc. restraint) that may have been used – this includes confiscation of phone, games, money, restrictions on movement etc?

Detail any involvement with the police over an incident or concern?

Detail if the student has been excluded or withdrawn from education placement?

What level of support (staff:student ratio) is provided in the current education placement?

What level of support (staff:student ratio) is in place for other times such as social and leisure activities?

Has a **social care** assessment taken place?

Describe the supervision, support or assistance needed by the student to carry out personal care and hygiene tasks?

If the student has a **medical** condition that requires intervention (e.g. epilepsy), describe the frequency of episodes, the duration and intensity of events.

Does the student have medication that needs to be administered for them such as epilepsy rescue medication?

Are there any dietary requirements?

Detail **allergic** reactions or intolerances for food items or environmental factors.

Does the student need support when **eating**/drinking?

Describe how the student reacts to a new, busy environment?

How does the student react to a sudden noise (e.g. a Fire Alarm)?

Does the student wake during the night and need support before returning to sleep during the **night**?

(“Night” is defined as the times when a household is closed down)

Are you aware that Derwen College is an **open campus** and while we have robust safeguarding procedures and practices, there is no continuous fence or locked external gates.

It would be helpful if you could supply the latest EHCP or LSP available and Social Care Assessments along with an Annual Review.

When we move the process on to the next stage, we will be asking for these documents with additional reports for relevant therapeutic and other professional input as appropriate.

**PRIVACY NOTICE – Admissions**

Derwen College, Oswestry, SY11 3JA Tel:01691 661234 Email: [admissions@derwen.ac.uk](mailto:admissions@derwen.ac.uk)

Derwen College is required to process relevant personal data regarding members of staff, governors, volunteers, applicants, students and their families, alumni and customers as part of its normal operation.

The following principles of data protection will be applied to all data that is processed during the Admissions Process.

1. Personal data must be processed lawfully, fairly and in a transparent manner.

2. Personal data must be collected for specified, explicit and legitimate purposes and not further processed in a

manner that is incompatible with those purposes.

3. Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which

they are processed.

4. Personal data must be accurate and, where necessary, kept up to date.

5. Personal data must not be kept for longer than is necessary.

6. Personal data must be processed in accordance with the data subjects’ rights.

7. Personal data must be secure.

8. Personal data must not be transferred to another country (outside the UK) without adequate protection.

The Data Protection Policy is owned by the Director HR & Estates contacted on 01691 661234

College collects data which is both personal and sensitive.

The information we collect may include, but is not limited to:

name and title

date of birth

address and postcode

contact information including email address

telephone number

information such as your preferences and interests

other information relevant to your application

photograph

copies of passports, visas, and other documents required to ensure compliance with Home Office requirements (for UK citizens based overseas)

details of your education and qualifications

enquiry and application details

learning disability diagnosis and medical information pertinent to your application

equal opportunities monitoring data

We require this information to enable us to communicate with you and third parties engaged in the application process in response to enquiries, in the normal course of carrying out our business as residential and day education and care providers.

Personal data covers both facts and opinions about an individual where that data identifies an individual. It includes information necessary for decision-making during admission as a student, day &/or residential. Decisions will include but are not limited to identifying the structure of programmes, the suitability of programmes, the nature of and levels of support and finance required, and the timing of programme start and duration.

Sensitive personal data includes data relating to medical information, gender, religion, race, sexual orientation.

We have procedures and systems in place to protect your data once we have received it.

We are committed to ensuring that your information is secure. No form of digital communication via the internet can be completely secure. In order to mitigate against unauthorised access or disclosure, we have put in place physical, electronic and managerial procedures to safeguard and secure the information we collect in accordance with the GDPR.

Information is gathered both from the data subject, their family and from local authority education, social care departments, therapists and medical professionals known to the data subject.

Any information which falls under the definition of personal data and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with consent which can be withdrawn at any time.

Data processing is used to support the data subject’s application to the college and will be shared internally and with third parties who are known to the data subject.

Data will be shared in the form of reports generated during the application process and through emails/letters required as part of the application process.

This may be in the form of electronically shared documents sent through secure communications systems or hard copy sent by registered surface mail.

Other organisations which may see the information we obtain include CQC/Ofsted/LA/Ministry of Justice (Tribunal panels).

Within Derwen College, personal data, including sensitive personal data, may be shared between members of staff, including Governors, who legitimately need the information to carry out their normal duties.

Derwen College will not pass on personal data to third parties without first obtaining consent from the data subject.

Hard copy data, records and personal data are stored out of sight and in a locked and secure rooms/ filing cabinet.

Sensitive personal data will not be removed from college; however, the College acknowledges that some staff may need to transport data between college and their home in order to access it for work from home. This may also apply in cases where staff have offsite meetings.

Data will only be retained for as long as the legal basis for processing is applicable.

The GDPR gives individuals eight data subject rights.

>Right to be informed: i.e., what data is being collected, how it’s being used, how long it will be kept and whether it will be shared with any third parties.

>Right of access: individuals have the right to request a copy of the information that the college holds on them.

>Right of rectification: individuals have the right to correct data that is inaccurate or incomplete.

>Right to be forgotten: in certain circumstances, individuals can ask college to erase any personal data that is stored on them.

>Right of portability: individuals can request that an organisation transfers any data that it holds on them to another organisation.

>Right to restrict processing: individuals can request that an college limits the way it uses personal data.

>Right to object: individuals have the right to challenge certain types of processing, such as direct marketing.

>Rights related to automated decision making, including profiling: individuals can ask college to provide a copy of its automated processing activities if they believe the data is being processed unlawfully.

If you have agreed to us using your personal information you may change your mind at any time and let us know by:

>Writing to us at Derwen College, Oswestry, Shropshire, SY11 3JA

>Telephoning us on +44 (0)1691 661234

>Emailing us at enquiries@derwen.ac.uk

You may request details of personal information which we hold about you. If you would like a copy of the information held on you, you can request this by contacting college as above.

If you believe that any information we are holding is incorrect or incomplete, please write to or email us as soon as possible, at the above address.

We will promptly correct any information found to be incorrect. You may also request that we delete all information we hold about you, except for that which we are legally obliged to retain.

We will keep your personal data only as long as is necessary for the purpose(s) for which it was collected, and in accordance with our Data Protection Policy and Retention Policy. Data will be securely destroyed when no longer required.

Under the General Data Protection Regulations (GDPR) and the Data Protection Act (DPA) you have a number of rights with regards to your personal data. You have the right to request access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

If you have provided consent for the processing of your data, you have the right (in certain circumstances) to withdraw consent at any time which will not affect the lawfulness of the processing before your consent is withdrawn.

You also have the right to make a complaint to the Information Commissioners’ Office if you believe that we have not complied with the requirements of the GDPR or DPA with regard to your personal data.