

DATE
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FOR OFFICE USE ONLY

COMMON APPLICATION FORM
– FOR TRANSFER FROM PRIMARY
TO SECONDARY SCHOOL IN
SEPTEMBER 2019



This common application form should only be completed by Northamptonshire residents who are applying for a secondary school place. Before you complete the form, please read the “Applying for a Secondary School Place in Northamptonshire 2019-2020” booklet which is online at www.northamptonshire.gov.uk Completed forms should be signed and returned to: **School Admissions, Northamptonshire County Council, One Angel Square, Northampton, NN1 1ED.**

WE STRONGLY RECOMMEND THAT YOU ENCLOSE A STAMPED ADDRESSED ENVELOPE WITH YOUR FORM IN ORDER TO RECEIVE A RECEIPT. REMEMBER TO USE THE CORRECT POSTAGE.

The closing date for applications is WEDNESDAY 31ST OCTOBER 2018 (5pm)

1. Child's details Please use black ink and **BLOCK CAPITALS.**

Legal surname/
last name

First
name

Middle
name(s)

Male Female
Please cross

Day Month Year
Child's exact
date of birth

2. Children in public care

Is the child in public care of a local authority? Yes No
If yes, please state which local authority (in the box below).

Or was the child previously in public care but immediately after this became subject to an adoption, residence/child arrangements order or special guardianship order?

Local authority:

If yes, please also provide a letter from the social worker confirming the legal status of the child and the local authority with whom the child is in care.

3. Special Educational Needs

Does your child have an **Education, Health and Care (EHC) Plan**? If yes, contact the EHCP Team on 01604 367125 for details of the application process. Yes No

4. Child's home address

This must be the address where the child normally lives. Please refer to the definition of home address in the “Applying for a Secondary School Place in Northamptonshire 2019-2020” booklet. If there will be a change of address before closing date **Wednesday 31st October 2018** please contact school admissions at the address on the top of this form.

First line of
child's home address
Second line of
child's home address
Town/city
County
Post code

Is your child a member of a Service (UK Armed Forces) Family or a Crown Servant Family? Yes No

5. Current School or Nursery

Name	<input type="text"/>	
	<input type="text"/>	
Post code	<input type="text"/>	<input type="text"/>

6. School preferences

Please state up to 3 preferences for the secondary schools for which you wish to apply. For each of your 3 preferences clearly write the school name, DfE number and postcode. You must list the schools in the order you prefer them.

The DfE numbers, postcodes and school names for all secondary schools in Northamptonshire can be found in the individual school pages in the "Applying for a Secondary School Place in Northamptonshire 2019-2020" booklet.

Please note: some schools require you to complete a **supplementary information form (SIF)**; check the admission criteria in the "Applying for a Secondary School Place in Northamptonshire 2019-2020" booklet and ensure you complete and return any supplementary forms for your 1st, 2nd and 3rd preference schools directly to the schools.

We will always try to place your child at your 1st preference school; however, with some of the popular schools it is not always possible. To help you decide how to use your preferences, please refer to the "Applying for a Secondary School Place in Northamptonshire 2019-2020" booklet which is available at www.northamptonshire.gov.uk/admissions

Please include the name, date of birth and gender of any sibling(s) who will be attending the school in September 2019. **Please refer to the useful information box on this form for a more detailed explanation of the term 'sibling'.**

The box below each preference may be used if you wish to state reasons for any of your preferences.

Preference rank

1	School name	<input type="text"/>									
	DfE no.	<input type="text"/>	–	<input type="text"/>	Post code	<input type="text"/>	<input type="text"/>				
	Do you have a child already attending this school? Please see the definition of brother or sister (sibling) in Useful Information at the end of preference ranking.						Yes	No			
						<input type="checkbox"/>	<input type="checkbox"/>				
	Provide details of the youngest brother/sister already attending the school:										
Surname	<input type="text"/>			Brother/sister's gender and date of birth							
First name	<input type="text"/>			Male	Female	Day	Month	Year			
				M	F	D	D	M	M	Y	Y
Reasons for preference											
<input type="text"/>											

2	School name	<input type="text"/>									
	DfE no.	<input type="text"/>	–	<input type="text"/>	Post code	<input type="text"/>	<input type="text"/>				
	Do you have a child already attending this school? Please see the definition of brother or sister (sibling) in Useful Information at the end of preference ranking.						Yes	No			
						<input type="checkbox"/>	<input type="checkbox"/>				
	Provide details of the youngest brother/sister already attending the school:										
Surname	<input type="text"/>			Brother/sister's gender and date of birth							
First name	<input type="text"/>			Male	Female	Day	Month	Year			
				M	F	D	D	M	M	Y	Y
Reasons for preference											
<input type="text"/>											

3

School name	<input type="text"/>										
DfE no.	<input type="text"/>	-	<input type="text"/>	Post code	<input type="text"/>	<input type="text"/>					
Do you have a child already attending this school? Please see the definition of brother or sister (sibling) in Useful Information at the end of preference ranking.					Yes	No					
					<input type="checkbox"/>	<input type="checkbox"/>					
Provide details of the youngest brother/sister already attending the school:											
Surname	<input type="text"/>			Brother/sister's gender and date of birth							
First name	<input type="text"/>			Male	Female	Day	Month	Year			
				M	F	D	D	M	M	Y	Y
Reasons for preference							<input type="text"/>				

Useful Information

Sibling

The definition of a brother or sister (sometimes referred to as a "sibling") for Community and Voluntary Controlled schools is:

- **A brother or sister living at the same address as the applicant (within a family unit) including adopted children, step-brothers, step-sisters and children in foster care.**

Please note that the definition of a sibling may differ slightly for individual schools who are their own admissions authority e.g. Academies etc. See sibling definition in individual criteria for these schools.

If you have more than one sibling at the preferred school, please provide details of the youngest sibling who will still be attending the school in September 2019.

It is a parent's responsibility to inform us if there is a sibling link. If you do not include details of your child's brother or sister we can not consider your child under the sibling criterion when applying the admissions criteria.

Please turn over to complete form

7. Parent's/Carer's details

Title

Initials

Surname

Relationship to child
Mother Father Step parent Foster parent Social worker Other family member Other contact Other relative

Home tel no.

Daytime tel no.

Mobile no.

E-mail address

Information contained in this form is personal data. It will be held in a computer and is subject to the General Data Protection Regulation (GDPR) 2018. If you have applied to an Academy, Foundation, Voluntary Aided or other LA's school, information on this form will be shared with them.

Checklist: Before returning this form, please ensure that you have:

- Read "Applying for a Secondary School Place in Northamptonshire 2019-2020" booklet which is available online at **www.northamptonshire.gov.uk**
- Checked that your child's home address is within Northamptonshire;
- Completed all relevant sections of this form;
- Completed any supplementary forms which may be required and returned them to the appropriate school.

This completed common application form should be signed and returned to: **School Admissions, Northamptonshire County Council, One Angel Square, Northampton, NN1 1ED. The closing date is Wednesday 31st October 2018 at 5pm.**

Terms and Conditions

- I wish to apply for a place at each of the schools named in Section 6, and I have listed these schools in my order of preference;
- I certify that I am the person with parental responsibility for the child named in Section 1 who lives in Northamptonshire, and that the information given is true to the best of my knowledge and belief;
- I understand that any fraudulent or deliberately misleading information given on this form, and/or in any supporting information, may render this application invalid, and may lead to the offer of a place being withdrawn;
- I understand that the School Admissions Team may need to share the information on this form with other professionals within NCC (in matters relating to education);
- I have read the information in the booklet entitled "Applying for a Secondary School Place in Northamptonshire 2019-2020" which is available online at **www.northamptonshire.gov.uk** (internet access to view this is available at libraries);
- I understand that to obtain a receipt for this form I must enclose a stamped addressed envelope with this form;
- I understand that the NCC cannot be held responsible if the application is late either because of delays in the postal system or because I have not used the correct postage;
- I understand that, if I have made more than one application, NCC will use the latest dated (most recent) application when allocating a school place. Any previous offer of a school place will be removed if a preference can be offered from this subsequent application.

Please indicate the number of additional information sheets included with this application:

8. Declaration

I certify that I am the person with parental responsibility for the child and that the information given is correct.

I confirm that I have read the information in Section One and understand that the information I have submitted on this form is covered by relevant Data Protection Legislation (please see paragraph below). I understand that the council may contact the child's current school for information which may include attendance and exclusions data.

Signed

Date

Print name

Relationship to child

Data Protection

We will hold the personal details supplied on the application form for the purposes of processing your application for a school place. We will share the information internally within the Council with relevant officers and schools and may also share it with other relevant Local Authorities. We will safeguard your personal details and will not divulge them to any other individuals or organisations for any other purposes.

For office use only

Date input

Initials