Transfer to Secondary Education 2022

Common Application Form



This form is for pupils transferring from Primary and Junior Schools to Secondary school in September 2022

Please return this form by 31 October 2021 to Admissions, The Council House, Corporation Street Derby, DE1 2FS

## CHILD DETAILS

Child’s name

Gender

Date of Birth

Telephone Number

Email Address

Address

Post Code

## PRESENT SCHOOL/PREVIOUS SCHOOL\*

\*please delete as appropriate

## PARENT/CARER DETAILS

Title Mr ⬜ Mrs ⬜ Miss ⬜ Ms ⬜ Mx ⬜ please **tick** appropriate box

Please print name in CAPITAL LETTERS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Relationship to the child – please state** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have parental responsibility for this child Yes ⬜ No ⬜

Is the child looked after or in the care of a local authority Yes ⬜ No ⬜

Has the child previously been in care or adopted

If yes is selected proof may need to be supplied

Yes ⬜ No ⬜

If ‘yes’, by which authority?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Does the child have a Statement of Special Educational Needs Yes ⬜ No ⬜**

## PREFERENCE INFORMATION

You can state 3 schools. If your normal area school is not in your top three preferences you may request a place at your normal area school as a fourth and lowest preference, in case your three preferred schools are unable to offer a place. **These must be in priority order**.

Enter the name(s) of your preferred schools in priority order, on the back of this form. Where a child qualifies for more than one offer of a place, a place will be offered at the highest priority school only. **Please think carefully about your preferences as after the closing date you will not be able to change your preferences.**

You may use the space provided to give any additional information you think the Admission Authority should know about when considering your application for a place at this school. Where applicable, you may wish to include any religious or philosophical convictions.

**If you do not get an acknowledgement letter it means that we have not received your application form**. You must receive an acknowledgement for your application to be considered. If you do not get this letter, one week before the closing date please contact the Council as soon as possible on 01332 642727.

Offer letters will be posted, second class, on 1 March 2022.

**No Decisions will be given over the phone**

Further details. Use additional sheets if necessary.

## First Preference School:

## PLEASE LIST THE SCHOOLS YOU PREFER

If applicable please give details of older siblings

Name DOB

Name DOB

Name DOB

## Second Preference School:

Further details. Use additional sheets if necessary.

If applicable please give details of older siblings

Name DOB 

Name DOB

Name DOB

## Third Preference School:

Further details. Use additional sheets if necessary.

If applicable please give details of older siblings

Name DOB

Name DOB

Name DOB

## Fourth Preference School:

Your fourth preference can only be used if your normal area school is not one of your 3 preferences. If you are living in the catchment area for more than one school, you can only enter ONE as your fourth preference

If applicable please give details of older siblings

Name  DOB 

Name DOB

Name DOB

**Declaration:**

I have read and understand all the information provided in the application pack. I confirm that the above named child is permanently resident at the address stated. I certify that the information given by me on this form is complete and true and I understand that the Council/other Admission Authorities will take such steps as they consider necessary to verify the same. This may include carrying out data matching activities against other council records which may include but not be limited to Council Tax and the Register of Electors and contacting your present of previous school. I note that misleading or fraudulent information could result in the withdrawal of any offer of a school place.

SIGNED: DATE:

 **Please note: our privacy notice has been updated, please see below:**

**How is your information used?** The information we collect will be used to allocate School Places to our Children and Young People; but also, to ensure that Children, Young People and Families receive necessary support in order to maintain their school place and ensure that any barriers to learning are removed or minimised. Information collected will be used to support the Common Transfer Portal whereby schools exchange data to ensure necessary support for transition. Information may also be used to identify families with multiple and complex needs under the National Troubled Families Programme ensure they receive appropriate services and monitor the effectiveness of these services.

**Who will your information be shared with?** The information that you provide may be shared with other departments in the Council and/or Early Help Service, Vulnerable Learners Service, Inclusion Service, Family Information Service, SENDIASS, New Communities Support, Democratic Services, Youth Support Services and Business Intelligence. This is so that we can support and safeguard our Children and Young People. Common Transfer information will be shared with Link ICT to support the Common Transfer Portal, this is to support the reception, junior and secondary transition. Your information will be shared with schools in order to allocate places and with the NHS so that a School Nurse can be allocated. Your information will also be shared with the Department for Education (DfE), the Ministry for Housing, Communities and Local Government (MHCLG) and Ofsted where we have a Legal duty to do so.

For full detail of how your information is handled please refer to our full Privacy Notice titled “Children and Young People” which can be found here: <https://www.derby.gov.uk/site-info/privacy-notice/>