

Transfer to Secondary Education 2019

Common Application Form

This form is for pupils transferring from Primary and Junior Schools to Secondary school in September 2019

Please return this form by 31 October 2018 to Admissions, The Council House, Corporation Street Derby, DE1 2FS

CHILD DETAILS

Child's name	
Gender	Date of Birth
Address	Telephone Number
Post Code	Email Address

PRESENT SCHOOL/PREVIOUS SCHOOL*
 *please delete as appropriate

PARENT/CARER DETAILS

Title Mr Mrs Miss Ms 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 Yes No
 If yes is selected proof may need to be supplied
 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 2019.

No Decisions will be given over the phone

PLEASE LIST THE SCHOOLS YOU PREFER

First Preference School:

Further details. Use additional sheets if necessary.

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 or previous school. I note that misleading or fraudulent information could result in the withdrawal of any offer of a school place.

SIGNED:

DATE:

 **How is your information used?**
The information that we collect will be used primarily so that we can allocate School Places to our Children and Young People; but also to ensure that Children, Young People and their Families are receiving any necessary support in order to maintain their school place, and ensure that any barriers to learning are removed or minimised. Information may also be used to identify families with multiple and complex needs under the National Troubled Families Programme, ensure they are receiving the most 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 (such as Educational Welfare, Children's Social Care 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. 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, because we have a Legal duty to do so.