

Application for Admission to Secondary School September 2012

Before completing this form you should read all of the information contained within the "Information for Parents" Booklet very carefully. If you choose not to apply on-line or make a telephone application your completed form should be returned to your child's present school or directly to the School Admissions and Transport Service, Tipping Street, Stafford. ST16 2DH **by 31 October 2011 at the latest.**

SECTION 1 – CHILD'S DETAILS

Child's Legal Surname: Date of Birth:

Child's Legal First Name: Male: Female:

Full Postal Address:

Post Code:

Present School:

- a) Is this child in the care of a local authority? YES NO
- b) From a returning Service/Crown Servant family? YES NO
- c) Does this child have a statutory statement of special education need? YES NO

SECTION 2 – SCHOOL PREFERENCES

***If you do not list your catchment area school as one of your preferences and it is not possible to allocate a place at any of your listed preferences, you may only be offered a place at the nearest school that has available places.** This may not be your catchment area school and could, in some circumstances, involve you paying transport costs to a school some distance from your home address.

It is very important that you understand the admissions criteria for each of your preferences. This will enable you to assess what order of priority will be given to each preference. The admissions criteria will also show you if you need to complete a supplementary form or provide additional supporting information for each of your preferences.

Each of your 3 preferences will be assessed against the schools published admission criteria. If a place can be offered at more than one of your preferred schools then you will be offered the school which is ranked highest on your list of preferences.

Names of Preferred Schools
(including those not in Staffordshire)

School DFE Number
(see relevant Information for Parents Booklets)

1 st	<input type="text"/>
2 nd	<input type="text"/>
3 rd	<input type="text"/>

<input type="text"/>
<input type="text"/>
<input type="text"/>

If you wish to make more than 3 preferences please attach these to your application form in ranked order.

SECTION 3 – DETAILS OF ELDER BROTHER OR SISTER ATTENDING A PREFERRED SCHOOL

Name of Brother/Sister	School	Date of Birth	Current Year Group
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



SECTION 4 – PREFERENCES FOR CATHOLIC & CHURCH OF ENGLAND AIDED SCHOOLS ONLY

I have attached additional information required as specified in the admissions criteria of my preferred Catholic or Church of England/Aided School (please tick to indicate documents attached):

Has your child been Baptised a Catholic? NO YES

If YES a copy of the baptismal certificate must be enclosed with this form.

If the above information and baptismal certificate are not supplied then it will cause a delay in processing your application and may affect the outcome.

SECTION 5 – REASONS FOR PREFERENCE

It is important that you read and understand the admissions criteria for each of your preferred school/s. Please remember to attach any additional evidence to support your application if it is relevant and requested in the admissions criteria.

If there are any personal circumstances relating to your preference that you are not happy to disclose on this form, please tick the box and we will arrange to contact you.

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SECTION 6 – DETAILS OF PERSON COMPLETING THIS FORM

Surname: Forename: Mr/Mrs/Miss/Ms

Relationship to Child:

Telephone Number Daytime: Mobile:

Email address:

If you are caring for someone else's child for more than 28 days and are not an immediate relative you may be private fostering and it is a legal requirement that you contact the local authority on 0800 1313126. Further information is available at www.staffordshire.gov.uk

SECTION 7 – DECLARATION AND SIGNATURE OF APPLICANT

The information provided on this application form will be used to ensure that the council's records are correct. It may also be shared with other agencies and service providers to ensure that your child receives an appropriate service. The full Data Protection statement can be found on the website.

I certify that the information I have provided is true to the best of my knowledge, and understand that any false or deliberately misleading information provided on this form and/or supporting papers may render this application invalid and could lead to the withdrawal of an offer of a school place for my child. I also give my consent for the School Admissions and Transport Service to contact relevant agencies in order to validate this application.

Signature: Date:

Before returning this form please ensure that you have:

- read all of the information contained within the "Information for Parents" booklet available from our website or on request very carefully;
- read the relevant booklet for each Local Authority within which each school you have listed in Section 2 is situated;
- provided any supportive evidence required to assess your application; completed any supplementary forms necessary.

HELPLINE: If you require any assistance please telephone 01785 27 8593 or email: admissions@staffordshire.gov.uk

APPLY ON-LINE at www.staffordshire.gov.uk/admissions