

Notes of guidance to assist in the completion of the Common Application Form (CAF)

Have you considered applying online? www.essex.gov.uk/admissions

DO NOT DO BOTH

BEFORE FILLING IN THE FORM PLEASE READ THIS BOOKLET THE SECONDARY EDUCATION IN ESSEX 2012/2013 BOOKLET ON www.essex.gov.uk/admissions. Please complete the form using black ink and BLOCK CAPITALS.

Section 1 - Pupil Details

- Pupil's name - the names by which the child is legally known.
- Primary school - the name of the school your child currently attends.
- Gender - many names are unisex and we need to be able to record male or female on our database.

Section 2 - Home Address Details

Please give the home address for the child. The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer such as a grandparent. Where this is the case, the application may be processed on the basis of this address. The child must be living with another relative or carer 24 hours per day, for the majority of the school week. Arrangements where parents can reasonably leave and collect children from another relative or carer on a daily basis will be regarded as normal childcare arrangements and the child will not be deemed to be 'ordinarily resident' with that person. **Proof of address and arrangement will be required with the application.** In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit.

Section 3 - Parent/Carer's Details

Please provide the name and contact details of the parent who lives at the address on the application form and their relationship to the child.

Section 4 - Moving House

If you are moving house please provide as much information as you can. If there are changes to your plans you must let us know immediately or your child's offer of a place could be withdrawn. If you currently live outside the Essex LA area you should make your application for Essex schools via your home authority.

Section 5 - Other Details

- Special Educational Needs - please tell us if your child has a statement of special educational needs.

- Medical circumstances – if there are medical circumstances that support your child's application, please make sure that they are clearly stated on your application form. The medical condition may be in relation to the child or to one or both parents and medical evidence from a registered healthcare professional must be provided to support the claim. Medical evidence is considered by a Local Authority panel.
- Lookd After Children - please tell us if your child is cared for by a Local Authority, the name of that LA and the child's Social Worker's name and contact details.

Section 6 - Preferences

Please list your preferred schools in priority order including any selective schools and schools outside Essex. Whilst the law gives parents the right to express a preference it does not guarantee a place in a particular school. We strongly recommend that you use all your preferences and include your priority admission area school as one of them to give you the best chance of getting a place at a local school. If there is any doubt as to which is your priority admission area school please contact School Planning and Admissions on 0845 603 2200.

The law requires admission authorities to consider any reasons you give for your choice of preferred school, but in the main your application will be judged against the admission criteria (such as sibling link or distance from school). Other reasons you may give cannot generally override this. A box is provided on the form for you to give your reasons which you may continue on a separate sheet if necessary.

Section 7 - Siblings

- Siblings - please identify if you have an older child at any of your preferred schools.

Section 8 - Declaration

The form must be signed and dated by a person with parental responsibility for the pupil, confirming that they have read the booklet and notes of guidance. Unsigned forms cannot be accepted and will be returned.

The form MUST be received in the School Planning and Admissions office by 31 October 2011 (an envelope is provided): School Planning and Admissions, P.O. Box 4261, Chelmsford CM1 1GS

DO NOT RETURN THIS FORM TO A SCHOOL

Secondary School Application Checklist

HAVE YOU?

TICK HERE

Considered which schools you prefer by:

visiting?

looking at their brochure and website?

Considered how your child will get to school?

Completed your application form and returned it to School Planning and Admissions to be received in their office by 31 October 2011?

The date that School Planning and Admissions stamp on your application will be taken as the date of receipt. Therefore remember to leave 3 working days for post and 2 working days for hand delivering your application form to County Hall, Chelmsford.

To remind you of which schools you have applied for, list them here in order of preference:

1.

2.

3.

4.

Received your acknowledgement within 10 working days of sending your application form?

Received your offer letter by 8 March 2012?

Note: offer pack will be sent by post on 1 March 2012.

Lodged any appeal you wish to make within 21 days of receiving your offer letter?

Note: Deadline 22 March 2012.

Date application sent:

Secondary School Admission 2012 Common Application Form

Deadline: 31 October 2011

For office use only
ID NUMBER

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Section 1 Pupil Details

Pupil Surname
First Name(s)
Date of Birth / /20 Male Female
Current Primary School
If this child has been known by another name please enter it here

Section 2 Home Address

House Number House name
Street Village (if applicable)
Post Town Postcode

Section 3 Parent/Carer's Details

Mr/Mrs/Miss/Ms Initial Surname
Home Telephone No. Work Telephone No.
Mobile Telephone No. Relationship to child
Email address

Section 4 Moving House

Fill in this section if you are moving house. When are you moving?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

What will your new address be?

House Number House name
Street Village (if applicable)
Post Town Postcode

You must inform us immediately if there is any change to these plans.

You must provide evidence of your new address as soon as you have it.

If the move is due to the family moving to a new posting as Service or Crown Servant Personnel please tick here. Please provide a copy of your evidence of posting with this form.

Section 5 Other Details

a) Does your child have a statement of Special Educational Needs? YES NO For office use only

b) Are there any exceptional medical reasons why your child should specifically attend one of your preferred schools? If **YES**, please attach the details to this form and provide supporting evidence from relevant health care professionals. YES NO For office use only

c) Is your child cared for by a Local Authority? YES NO For office use only

If yes, which Local Authority?

Please give the name of the child's Social Worker and contact number:



Essex County Council

Section 6 Preferences

Please list below all your preferred schools in priority order including any selective schools and schools outside Essex. **We strongly recommend you use all your preferences.**

The ranking of your preferences is confidential to the Local Authority and will only be shared with schools in the event of appeals.

You are not required to give reasons for your preferences, but where you do they will be shared with that school. You may wish to state any religious or philosophical reasons for wanting a particular school. However, in the main, any reasons you give should relate to the published admissions policy for the school.

Preference	Preferred School	Reasons (optional)
1st		
2nd		
3rd		
4th		

Remember to check whether you also need to complete a SIF (Supplementary Information Form) for any of your preferred schools.

Section 7 Siblings

Does your child have a brother or sister attending any of your preferred schools?

YES NO If YES please complete details below:

Name	Date of Birth	Year Group	School Attending

Section 8 Declaration

I confirm that I have read the information in the "Secondary Education in Essex 2012/2013" booklet (available via www.essex.gov.uk/admissions) and the notes of guidance for the completion of this form. I also confirm that the information I have given on this form is true and that I am a parent of this child.

Signed Date

**The form MUST be received in the School Planning and Admissions office by 31 October 2011:
School Planning and Admissions, P.O. Box 4261, Chelmsford CM1 1GS**

DO NOT RETURN THIS FORM TO A SCHOOL

**You should receive an acknowledgement within 10 working days of sending your application form.
Please contact School Planning and Admissions if it does not arrive.**

Data Protection Act 1998 – The personal information collected on this form will be used by Essex County Council for the administration of school admissions. This information will only be shared with schools and other local authorities for the purpose of applying their admissions policy. The Council may also use this data in connection with the prevention or detection of fraud or other crime. To see any personal information on you or a child for whom you have parental responsibility held by Essex County Council please contact the Access to Records Team, Schools Children and Families Directorate, PO Box 297, County Hall, Chelmsford, Essex, CM1 1YS, access.records@essex.gov.uk, 0845 603 7627.