

Secondary School Admission 2015 Common Application Form

Deadline: 31 October 2014

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

Day Month Year

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

What will your new address be?

House Number House Name

Street Village (if applicable)

Post Town Postcode

You must inform us immediately if there are any changes to these plans.

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

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

Section 5

Other Details

a) Does your child have a statement of Special Educational Needs (or Education Health and Care Plan)? YES NO

b) Are there any exceptional medical reasons why your child should specifically attend your preferred schools? YES NO

c) Is your child cared for by a Local Authority or is he/she a previously looked after child? YES NO

If yes, which Local Authority?



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. In the main, any reasons you give should relate to the published admissions policy for the school.

Preference	Preferred School	Town	Reasons (optional)	Child of staff member
1st	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2nd	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3rd	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4th	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
5th	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
6th	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

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 sibling link for any of your preferred schools?

YES NO If YES please complete details below:

Name	Date of Birth	Year Group	School Attending
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 8 Declaration

I confirm that I have read the information in the "Secondary Education in Essex 2015/2016" 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 Admissions office by 31 October 2014:
School Admissions, Essex County Council, P.O. Box 4261, Chelmsford CM1 1GS

DO NOT RETURN THIS FORM TO A SCHOOL

You should receive an acknowledgement letter within 10 working days of sending your application form. Please contact School 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 and with the Department for Education. 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, Essex County Council, PO Box 297, Chelmsford, CM1 1YS, access.records@essex.gov.uk, 0845 603 7627.

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

BEFORE FILLING IN THE FORM PLEASE READ THE SECONDARY EDUCATION IN ESSEX 2015/2016 BOOKLET ON www.essex.gov.uk/admissions.

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 give the name and contact details of the parent/carer who lives at the address provided 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 (or Education Health and Care Plan).

- Medical circumstances – you should check the relevant school's admissions policy and send any supporting evidence to the school directly. If the school is in another local authority area, check with the school where to send any evidence.
- Looked After Children (LAC) – please tell us if your child is cared for by a Local Authority (or is a previously LAC) and the name of that LA. See definition on page 11 of the Secondary Education in Essex 2015/16 booklet.

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 recommend that you use all your preferences and consider including your local/priority admission (catchment) area school if you have one, to give you a better chance of getting a place at a local school. If there is any doubt as to what is your priority admission area school, please contact School 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 is required to be judged against the admission criteria (such as sibling link or distance from school). Other reasons you may give cannot generally override this. Some schools give priority for admission to children of staff (check the policy of the school). Please tick the box next to the school name if this applies.

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 child, 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 Admissions office by 31 October 2014:
School Admissions, Essex County Council, P.O. Box 4261, Chelmsford CM1 1GS**

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Secondary School Application Checklist

HAVE YOU?

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 Admissions to be received in their office by 31 October 2014?

The date that School 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.

5.

6.

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

Received your offer letter by 9 March 2015?
Note: offer letter will be sent by post on 2 March 2015.

Lodged any appeal you wish to make within 20 school days of receiving your offer letter?
Note: Deadline 30 March 2015.

Date application sent: