

# Secondary School Admission 2024 Common Application Form

Closing date: 31 October 2023

The purpose of this form is to apply for a Secondary school place for a child to start school in the academic year 2024-25. It should not be used for any other purpose.

## Section 1 Pupil Details

Pupil Surname

First Name(s)

Date of Birth  Male  Female

Current Primary School

If this child has been known by another name please enter it here

For office use only  
ID NUMBER

## Section 2 Home Address

House Number  House Name

Street  Village (if applicable)

Post Town  Postcode

## Section 3 Parent/Carer 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

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 an 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) Are there any exceptional social reasons why your child should specifically attend your preferred schools? YES  NO
- d) 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?



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 relevant local authorities 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. 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 2024/2025" booklet (available via [www.essex.gov.uk/admissions](http://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	<input type="text"/>	Date	<input type="text"/>
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The form **MUST** be received in the School Admissions office by **31 October 2023** at this address:  
School Admissions, Essex County Council, County Hall, Market Road, Chelmsford, CM1 1QH

**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.

If you would like full details on how ECC uses personal data, please go to [www.essex.gov.uk/privacy](http://www.essex.gov.uk/privacy) or call 03457 430430.

# 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 2024/2025 BOOKLET ON [www.essex.gov.uk/admissions](http://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**

Please give the home address for the child. As defined in the Secondary Education in Essex 2024-25 booklet.

## **Section 3 - Parent/Carer Details**

Please give the name and contact details of the parent/carers 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 an Education, Health and Care Plan.
- Medical circumstances – you should check the relevant school's admissions policy and send any supporting evidence to the school direct. If the school is in another local authority area, check with the school where to send any evidence.
- Social circumstances – you should check the relevant school's admissions policy and send any supporting evidence to the school direct. 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. As defined in the Secondary Education in Essex 2024/25 booklet.

## **Section 6 - Preferences**

Please list your preferred schools in priority order including any selective schools and preferred schools that are outside Essex. Whilst the law gives parents the right to express a preference it does not guarantee a place in a particular school.

The law requires admission authorities to consider any reasons you give for your choice of preferred school, but your application is required to be assessed 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.

*\* Please remember that any information I provide on my application may be shared with all schools for which I apply and any independent appeal panel members.*

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School Admissions, Essex County Council, County Hall, Market Road, Chelmsford, CM1 1QH**

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## 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 and read all the Education Transport Policy information?

Completed your application form and returned it to School Admissions to be received in their office by 31 October 2023?

The date that School Admissions stamps on your application will be taken as the date of receipt. Therefore remember to leave 3 working days for post.

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

1.

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2.

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3.

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4.

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5.

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6.

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Date application sent:

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

Received your offer letter by 10 March 2024?

Note: offer letter will be sent by post on 1 March 2024.

Lodged any appeal you wish to make within 20 school days of receiving your offer letter?

Note: Deadline 29 March 2024.