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|----------------|---------|----------|----------|------|
| For office use | | | | |
| Date stamp | Surname | | | |
| | Pref. | Priority | Decision | Date |
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2010/11

SECONDARY COMMON APPLICATION FORM YEAR SEVEN ADMISSIONS

| | | | | |
|---|------------|--------------------------------|-------------------------------|----------|
| Child's surname / family name | | Child's first name | | |
| Child's legal surname / family name if different from above | | Child's date of birth | Male / Female (please circle) | |
| | | Day | Month | Year |
| 1. Name of person completing this form | | | | |
| Title | First Name | Surname | | |
| 2. Relationship to child | | 3. UK Service Personnel | | Yes / No |
| 4. Current address | | | | |
| Postcode | | Home number | | |
| Email address | | Work number | | |
| | | Mobile number | | |
| 5. Future address if moving | | | | |
| Postcode | | Contact telephone number | | |
| 6. Expected date of move (if box 5 is completed) | | | | |
| 7. Preferred school 1 | | 8. Reason for choice | | |
| Preferred school 2 | | Reason for choice | | |
| Preferred school 3 | | Reason for choice | | |



9. Please complete, detach and return this slip to your child's current school

| | | | | |
|-------------------------------|--|---------------------|--|-------------------------------|
| Child's surname / family name | | First name of child | | |
| Child's date of birth | | | | Male / Female (please circle) |
| School date stamp | | | | |

10. Which primary school does your child currently attend?

11. Is your child baptised or christened? *(for applications on faith grounds only)*
YES / NO (please circle)
If yes, then please circle denomination. RC / CE / Other *(please state)* _____

12. Is the child looked after by a Local Authority, e.g. fostered, in a residential home etc?
YES / NO (please circle)

13. Does the child have any special medical needs which require that he/she must attend a particular school?
YES / NO (please circle)
You must provide details, including documentary proof from a specialist, which show that it would be detrimental to your child's health not to admit him / her to the preferred school(s). Please also include below details of your child's medical condition and contact information for either your child's GP or Specialist.

14. Details of older secondary aged children attending one of your preferred schools

| Name of school | Full name of child | Date of birth |
|----------------|--------------------|---------------|
| | | |
| | | |
| | | |

15. If you are applying on faith grounds, you must contact your preferred school(s) as you are likely to be required to provide evidence of faith, for example a baptismal certificate or a reference from your minister.
You may also be required to provide additional information by your preferred school(s) on a supplementary form. Please contact your preferred school(s) for advice.
Failure to provide the additional information may result in your child not securing a place at your preferred school.

16. I agree to the sharing of the information given within this application so that it can be processed efficiently and confirm that I have read the attached notes and that the details I have given are correct:
Signature _____ Date _____

**Please return to: School Admissions Team, County Hall, Bythesea Road,
Trowbridge, Wiltshire, BA14 8JN
by
12 noon, 16 October 2009**

Wiltshire Council has a duty to protect personal information belonging to the public, which it serves. The council is fully notified under the Data Protection Act 1998 and is committed to its principles and best practice in information security BS7799.

✂ -----
Please complete, detach and return this slip to the child's current school.

I confirm that I have completed and returned the secondary school application form for my child named overleaf.

Signature: _____ Date: _____

Please complete this sheet and affix a postage stamp.

DO NOT DETACH THIS FORM FROM YOUR APPLICATION.

This form will be date stamped by the School Admissions Team and a reference number will be added. This will be returned to you and **must** be retained as proof of application.

If this form has not been returned to you within 15 school days of posting, please contact Customer Services on **01225 713010**.

Please
affix a
postage
stamp

_____ Postcode _____

Please complete **your** name and address above

If undelivered, please return to: The School Admissions Team, County Hall, Bythesea Road, Trowbridge, Wiltshire BA14 8JN

Please write your child's name and preferred schools in the spaces below:

Child's name _____

First preference _____

Second preference _____

Third preference _____

If this acknowledgement was date stamped as received before noon, 16 October 2009 the outcome will be posted to you on 1 March 2010.

Please ensure that the reference number, which will be completed by the School Admissions Team, is quoted in all communications regarding this application. Failure to quote this number will result in a delay in responding to your enquiry.

For office use only:

Reference number _____

Date stamp

APPLY ON LINE AT: www.wiltshire.gov.uk

If you have applied on line, you do not need to complete a paper form.

If your child has a statement of special educational need, you do not need to complete this application form. Please contact your case manager, as Central SEN Services are responsible for securing a school place for your child.

COMPLETING THE ATTACHED APPLICATION FORM

This form must be completed if you live in Wiltshire and you wish to apply for a year seven secondary school place to start in September 2010. If you live outside Wiltshire and wish to apply for a Wiltshire school, please contact your Local Authority.

Both sides of the attached application must be completed fully and carefully.

The information you provide will be used to determine your child's priority for a place at your preferred school(s). Failure to complete the form correctly, or to provide all of the relevant information, may result in your child being unsuccessful in securing a place at your preferred school(s).

The following information should help you to complete the application form, but should you have any additional queries, please contact Customer Services on 01225 713010.

1. Only one person's name (applicant) should be given in this section and this must be completed fully, partial names or initials are **not** acceptable.
2. Details of the applicant's relationship to the child should be given, eg. mother or father.
3. Please indicate if you are a family of service personnel or crown service and moving into area. (A posting notice will be required)
4. The current address is the address where the **child** will normally be living at the deadline of **noon, 16 October 2009**. Where these address details are not the same as the applicant's, details of residency arrangements should be attached to the application.

It is essential that this information is accurate as it may affect your child's priority for a school place. In cases where schools are oversubscribed (more applications are received than places are available) we may ask you to provide proof of this address. Failure to do so could result in any offer of a school place being withdrawn.

If you are unsure of where you will be living at the time of the deadline, it is important that you submit an application anyway. You can apply from any address even if temporary, but this must be where your **child** is resident.

5. If you are planning to move house you should provide your new address details if possible. If you are unsure of the address, provide as much information as you can.

In some cases, a future postal address can be considered as though it was the permanent address at the deadline for admission purposes. Proof of the move date and the new address details will be required as soon as the move takes place. A posting notice from a member of the armed services may be required.

6. Insert a move date if known.

7. You may name up to three preferred schools including your catchment area school, on the application, but you need not name more than one. **The schools named may be inside or outside Wiltshire**. All schools produce a prospectus and the School Admissions Team produce a booklet with general information about each school which may help you in your selection.

8. Details of your reason for preferring each school can be given in the appropriate box, however you do not need to give any details if you do not wish to do so.

9. Please complete the tear off slip and return this to your child's current school. This enables the primary school to check whether applications have been completed, but it is important to note that this **does not** provide any proof of application.

10. Some secondary schools give priority to children on the basis of which primary school they attend. Please also state the town or village where the school is located.

11. Many faith schools prioritise applications based upon the faith status of the child. Please complete this box if you are applying on faith grounds. You must also contact the schools directly as many will require additional information in order to process your child's application. Failure to provide this information may result in your child not securing a place at one of your preferred school(s).

12. Please indicate whether a Local Authority is responsible for your child's care.

13. Consideration can only be given where the special medical needs are such that only specific school(s) can accommodate the child and if the child is not able to attend the preferred school(s) they will be disadvantaged. Documentary proof must be supplied with the application, such as a letter from your child's GP or specialist.

14. Many schools will give a higher priority to a child who has a brother or sister already attending. Please provide the full name, date of birth and school details of any other children attending your **preferred school(s)**.

15. You must read and follow up this information as this may be highly relevant to your child's application.

16. The applicant must sign the form in order to confirm that the information provided is correct and that the application may be processed. If you fail to sign the application, we do not have the authority to pass your child's information to any of your preferred schools and we will be unable to process your child's application.

RETURNING THE APPLICATION FORM

Completed application forms must be returned to the **School Admissions Team, Wiltshire Council, County Hall, Trowbridge, Wiltshire, BA14 8JN by 12 noon, 16 October 2009.**

Applications received after this date will not be considered until after the notification date.

DECISIONS

Notification of the outcome of all applications received before the deadline will be posted on **1 March 2010. Decisions will not be given over the telephone.** Any offer made may be withdrawn if your application is found to be fraudulent or deliberately misleading.

An offer will be made at **one** school based upon the admissions criteria of the school and as far as possible your preferences. Where it is not possible to offer a place at one of your preferred schools, and you live in Wiltshire, one will be allocated by the Local Authority. Other than in exceptional circumstances, as determined by the Director for Children and Education, the allocated places will be at the designated school for your child's home address or a suitable alternative school.

FURTHER INFORMATION AND ADVICE

For additional copies of this application or for a copy of the 'Guide to Finding a Secondary School Place' please contact Customer Services on 01225 713010 or email customerservices@wiltshire.gov.uk Reference copies of the 'Guide' are also available in libraries and can be accessed through www.wiltshire.gov.uk

Independent Choice Advice is available from 'ASK' on 08457 585072

Any queries regarding transport entitlement should be directed to the Passenger Transport Unit on 01225 713004.

APPLY ON LINE AT: www.wiltshire.gov.uk

DATA PROTECTION

The data collected on the attached application will only be used for the purpose of admission to a school as explained within these guidance notes. In order to process your application it may be necessary to share the information collected on this application with schools, within the Local Authority and with other Local Authorities. If you do not wish your details to be disclosed please indicate this within your application.

Wiltshire Council has a duty to protect personal information belonging to the public. The Council is fully notified under the Data Protection Act 1998 and is committed to its principles and best practice in information security BS7799. The Council tries to keep information held about you accurate and up to date. If, however, you find errors or inaccuracies in your data, we will erase, complete or amend that information, as appropriate, upon request.