

2021/22

For office use		
Date stamp	Name:	
	1	Criteria
	2	
	3	

## Out of county Upper School application form for year 9 - 2021 entry

Child's surname / family name:		Child's first name:	
Child's legal surname / family name if different from above:		Child's date of birth Day    Month    Year	Male / Female (please circle)
1. Name of person completing this form. We will only discuss the application with the person in this section. The applicant must have parental responsibility.			
Title:	First Name:	Surname:	
2. Relationship to child:		3. UK Service Personnel/relocating to Wiltshire: Yes / No	
4. The current address at which the child lives <b>must</b> be the address where the child resides for most of the week with his/her parent or carer. Where the child has a joint address, the address where the child benefit is paid will be taken as the child's address. If you are applying from abroad please provide full details of your current address.			
Current address:			
Postcode:	Home telephone number:	Work number:	
Email address:	Mobile number:		
5. Future address if moving (Please note it is the parent/carer's responsibility to update the admissions authority when the move has taken place. Proof of your new address will be required.)			
Future address:			
Postcode:	Contact telephone number:		
Expected date of move:			
6. Please provide the upper schools full postal address, including postcode.			
Preferred school 1		Reason for choice	
Preferred school 2		Reason for choice	
Preferred school 3		Reason for choice	

7. Is this child a refugee or asylum seeker? Yes/No (please circle)		
8. What primary school does your child currently attend?		
9. (For applications on faith grounds only) Is your child baptised or christened? Yes / No (please circle) If yes, then please circle denomination. RC / CE / Other (please state) If you are applying on faith grounds, you <b>MUST</b> 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. Failure to provide the additional information may result in your child not securing a place at your preferred school. Please <b>do not</b> send supplementary information back to the Local Authority, it <b>must</b> go back to the school.		
10. Is the child currently or previously looked after by the Local Authority? Yes / No (please circle) (If the child is currently looked after, has previously been looked after or is subject to a residence or special guardianship order, please provide information and a copy of the relevant order.) If this information is not provided by the deadline date then it will not be considered.		
11. Does the child/parent/family have any special medical needs that require he or she must attend a particular school? Yes / No (please circle) You <b>must</b> provide evidence, including documentary proof, which shows that it would be detrimental to your child's/parent/family's health not to admit him / her to the preferred school(s). If this information is not provided by the deadline date then it will not be considered. Please refer to the Finding a Secondary School Place Guide for further information.		
12. Are you a member of staff at any school for which you are applying? Please ensure proof is provided by deadline date and refer to Finding a Secondary School Place Guide for further information. Yes / No		
13. Details of any other children you may have attending any of your preferred schools		
Name of school	Full name of child	Date of birth
14. Council Tax reference number		
15. 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. The council may verify information you have provided on this form which will involve contacting other departments of the council who maintain appropriate records. In instances where the information provided is different from that held by them, they may use the information on this form.  Signature: _____ Date: _____		

**Please return to: School Admissions Team, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN by 31 October 2020.**

Wiltshire Council has a duty to protect personal information belonging to the public. The council is a data controller, registered with the Information Commissioner's Office to process personal data. Wiltshire Council processes all personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

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 in this form 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 Team to contact relevant agencies in order to validate this application.

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. 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 note that this application will replace any previous applications that you may have already submitted, including on line applications.**

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 31 October 2020 the outcome will be posted to you on 1 March 2021.

If this acknowledgement was date stamped between 1 November 2020 and 9 March 2021 the outcome will be posted to you on the 30 April 2021.

For office use only:

Date stamp

## Apply online at: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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

**If your child has a statement of special educational need or Education Health Care Plan, you do not need to complete this application form. Wiltshire Council's SEND team 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 secondary school place to start Year 9 in September 2021. If you live outside Wiltshire and wish to apply for a Wiltshire school, please contact your home local authority.

Both sides of the attached application form 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 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** or visit [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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. The person must have parental responsibility.
2. Details of the applicant's relationship to the child should be given e.g. mother/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 **31 October 2020**. Where these address details are not the same as the applicant's, details of residency arrangements should be attached to the application. Please refer to the Finding a Secondary School Guide.
5. If you are planning to move to a new house, you should provide your new address details. If this is not possible, provide as much information as you can. Proof of the move date and the new address details will be required as soon as the move takes place. If you are a member of the armed forces a posting notice will be required. Insert a date if known. Please refer to the Finding a Secondary School Guide.
6. Please provide full postal addresses for your preferred upper schools.
7. Many schools give priority to children who are refugees or asylum seekers, proof will need to be sent in by the deadline date to the local authority.
8. Some secondary schools give priority to children based on which primary school they attend. Please also state the town or village where the school is located.
9. 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 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).

10. Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to be admitted to the preferred school. For the above criteria the word 'families' is determined as living at the same address at the time of the application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date to the local authority.
11. Some schools give a higher priority to a child if either parent is currently employed by the school; please check the admissions policy for your preferred school(s).
12. Many schools 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).
13. Please provide your council tax reference number.
- 14. The applicant must sign the form to confirm that the information provided is correct, that the application may be processed and that we may check the council tax database to confirm your details are correct. 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, Bythesea Road, Trowbridge BA14 8JN by the 31 October 2020.**

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 2021. If you submit an online application, you will be able to log back on back in to the online system to view the outcome of your application on 1 March 2021. 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 Wiltshire Council. The allocated place will be at the designated school for your child's home address or if this is not possible at a reasonable alternative school.

### **Further information and advice**

For additional copies of this application form or for a copy of the guide: 'Finding a Secondary School Place' please contact Customer Services on 01225 713010 or e-mail:

**customerservices@wiltshire.gov.uk** Reference copies of the guide are also available in libraries and can be accessed through **www.wiltshire.gov.uk**

Any queries regarding transport entitlement should be directed to the Passenger Transport Unit on 01225 712852.