

Admission to Secondary School September 2019



It is your responsibility to ensure Durham County Council receives this application form by the closing date of 31 October 2018.

Only complete this form if you live within Durham County Council area (i.e. if you pay your council tax to Durham County Council). If you live outside the Durham County Council area you must obtain your own council's form and return it directly to them.

We recommend that you apply online at www.durham.gov.uk/schooladmissions Alternatively, you can complete this application form and return it to the address on the back by 31 October 2018.

Before you complete this form please read the guide for parents "Primary and Secondary School Admission Guide 2019/20" as it contains essential information to support you through the application process. **Please remember to sign the declaration and date your application form on page 4.**

SECTION A

Child's Details (Only the address of the child will be taken into account).

First Name:

Surname:

Gender : please tick

Male :

Female :

Date of Birth :

Parental Address:

Postcode:

Current School:

Is your child "looked after" by a council?

Yes

No

Was your child previously "looked after" by a LA in England or Wales but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, or adopted from state care outside England Wales? *

Yes

No

If yes, which council "looks after" or "looked after" your child?

*Please attach a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made with this application form.

Name of Social Worker:

Does your child have a Statement of Special Educational Needs or an Education, Health & Care Plan?

Yes

No

SECTION B

Parent/Carer's Details:

Title: Mr Mrs Miss Ms Other

Full Name

What is your relationship to the child? Mother: Father Legal Guardian* LA Foster Carer* Private Foster Carer* Social Worker

Telephone number: Home Work Mobile

Email:

Do all those with parental responsibility agree to this application? Yes No

If you know of anyone who does not agree to this application, please email their details to schooladmissions@durham.gov.uk

* For the definition please see the Primary and Secondary School Admission Guide 2019/20 on www.durham.gov.uk/schooladmissions

SECTION C

Only complete this section if you are applying for a place at a Voluntary Aided (Faith) Schools for your child

Admission Policies and Criteria - Voluntary aided (faith) schools, can have different admission policies and criteria that determine how they allocate places. Please refer to www.durham.gov.uk/schooladmissions for the oversubscription criteria for each school.

Religion of Child:

Name of Mother: Name of Father:

Religion of Mother: Religion of Father:

Name of Church attended: Date of Child's Baptism:

Place of child's Baptism: Town of Child's Baptism:

Name of Parish in which you live: Name of Parish attended:

Please use the space below to describe any reasons for applying to a voluntary aided (faith) school (please include the name and date of birth of any siblings and continue on a separate sheet if necessary):

SECTION D

Medical Reasons/Social Reasons

You may use this space to describe your child's very exceptional medical factors or "social reasons" for applying to a particular school. You **MUST** attach supporting evidence from a professional dealing with your case i.e. a Doctor. Such evidence must explain why your child requires their placement at a particular school rather than any other school and what difficulties would be caused if they had to attend an alternative school. Please see the "Primary and Secondary School Admission Guide 2019/20" for further information.

Please use a separate sheet if necessary.

SECTION E

Late applications received after 31st October 2018

If you submit a late application you must provide a reason why it was submitted late in the space below (attach a further sheet if necessary). If you do not, we will assume that you have no exceptional reasons to allow us to consider it as an "on time" application. (Please see the "Primary and Secondary School Admission Guide 2019/20" for further information).

Please use a separate sheet if necessary.

SECTION F

Preferences

Community schools, foundation schools and academies can have different admission policies and criteria that determine how they allocate places. You will need to consider the admission policy for any school or academy you apply for in order to determine what criteria applies to each. Please read the Primary and Secondary Schools Admission Brochure on www.durham.gov.uk/schooladmissions as it contains all the information you need about the admission policies.

Please write, in order of preference, which schools you would like to apply to, even if a school is not in the Durham County Council area. If you choose a voluntary aided (faith) school as one or more of your preferences you must also complete Section C of this form.

1st Preference School

Name of school:

Please provide the details of any brothers or sisters living at the same address that attend this school and who will still be on the roll at the same school during the 2019/20 academic year:

Name of Brother(s) or Sister(s)(Sibling(s))	Male/Female Please delete as appropriate	Date(s) of birth of Sibling(s):
<input type="text"/>	<input type="text" value="M / F"/>	<input type="text"/>

2nd Preference School

Name of school:

Please provide the details of any brothers or sisters living at the same address that attend this school and who will still be on the roll at the same school during the 2019/20 academic year:

Name of Brother(s) or Sister(s)(Sibling(s))	Male/Female Please delete as appropriate	Date(s) of birth of Sibling(s):
<input type="text"/>	<input type="text" value="M / F"/>	<input type="text"/>

3rd Preference School

Name of school:

Please provide the details of any brothers or sisters living at the same address that attend this school and who will still be on the roll at the same school during the 2019/20 academic year:

Name of Brother(s) or Sister(s)(Sibling(s))	Male/Female Please delete as appropriate	Date(s) of birth of Sibling(s):
<input type="text"/>	<input type="text" value="M / F"/>	<input type="text"/>

Section E - Declaration

Unfortunately, children lose places every year due to parents giving false information on their application forms. We therefore reserve the right to seek proof of address, and will do so if you are offered a place for your child at an oversubscribed school. We will withdraw an offer of a place if it was obtained through a fraudulent or intentionally misleading application.

Please sign and date the following declaration:

I have read, understood and agree to abide by the conditions as set out in the primary and secondary schools admission brochure at www.durham.gov.uk/schooladmissions

I confirm that I have parental responsibility for the child (or have care and control of the child), and in seeking to apply for my child a school place, I have no knowledge of any opposition to this application from any other person who has parental responsibility for the child. (If applicable, I will inform you of the individual who opposes the transfer and supply their contact details).

I will inform you immediately either by email to schooladmissions@durham.gov.uk or in writing to let you know of any change of address details after the submission of my child's application.

I understand that my child's school place can be withdrawn even if he/she has started at the school if the place was fraudulently obtained.

I hereby agree and understand that you may check the details I have provided on this application against Council Tax, Electoral Registration and other Council records to confirm that the child is resident at the address in Section A.

Data Protection - Durham County Council complies with all relevant statutory obligations. Personal information processed by the Council will be handled in accordance with the Council's privacy statement, which can be accessed here <http://www.durham.gov.uk/dataprivacy>. The Education privacy notice provides more specific information on the data collected and how it is handled, a copy of which can be accessed here <http://www.durham.gov.uk/media/24878/Privacy-notice-education-support/pdf/PrivacyNotice-EducationSupport.pdf>. If you have any concerns about how your data is handled, please contact either the Data Protection Officer at DPO@durham.gov.uk or the Information Commissioner's Office casework@ico.org.uk.

Therefore in line with the above, I agree and understand that you may share my data with other agencies, where it is necessary to do so and where the law allows.

I understand that if I have provided information that is incorrect or incomplete, I may be investigated and action may be taken against me (including court action).

Signed:

Please Print Name:

Relationship to Child:

Date:

Please remember to sign and date your child's completed application form and return it by 31 October 2018 to The School Places and Admissions Team, Children and Young People's Services, Durham County Council, County Hall, Durham DH1 5UJ

For support or advice regarding the application process and admissions policies for schools in the Durham County Council area please contact 03000 265896.

DO NOT RETURN THIS FORM TO ANY SCHOOL

We strongly advise you to send your application via "Royal Mail Signed for" or "Royal Mail Special Delivery". Your receipt has a tracking number and you can track your application. This will confirm that we have received your child's application.

Apply on line at www.durham.gov.uk/schooladmissions