

# Admission to Secondary School September 2020



It is your responsibility to ensure Durham County Council receives this application form by the closing date of 31 October 2019.

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](http://www.durham.gov.uk/schooladmissions) between 12 September 2019 and 31 October 2019. If you are unable to apply on-line you can complete this application form and return it to the address on the back of this form.

Before you complete this form, you **MUST** read the guide for parents "Primary and Secondary School Admission Guide 2020/21" 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: Male  Female  Date of Birth:

Child's Address  Post Code:

Current School:

Is your child "looked after" by a council? Yes  No

**Please note that if your child was previously "looked after" but now resides with you, your child is no longer classed as "looked after".**

Was your child in state care outside of England and ceased to be in state care as a result of being adopted? 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 arrangement order or special guardianship order, adopted from state care outside England Wales? \* Yes  No

**\*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.**

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

Name and Tel. No. of Social Worker:

Does your child have 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   
Private Carer  Social Worker  LA Foster Carer

Contact 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](mailto:schooladmissions@durham.gov.uk)

\* For the definition please see the Primary and Secondary School Admission Guide 2020/21 on [www.durham.gov.uk/schooladmissions](http://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 contact the school directly or view the school's website or refer to [www.durham.gov.uk/schooladmissions](http://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 (including the school they attend) 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 note that reasons such as asthma, food allergies, anxiety and ADHD will not be considered as exceptional medical factors as all schools are able to effectively manage these. Please see the "Primary and Secondary School Admission Guide 2020/21" for further information.

Please use a separate sheet if necessary.

## SECTION E – LATE APPLICATIONS RECEIVED AFTER 31 OCTOBER 2019

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 For Parents 2020/21" for further information).

Please use a separate sheet if necessary.

## SECTION F - PREFERENCES

Faith schools and academies can have different admission policies and criteria to those for Community and Voluntary Controlled Schools that determine how they allocate places. You will need to consider the admission policy for those schools should you apply for a place there to determine what their criteria are.

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.

### 1<sup>st</sup> Preference School

Name of school:

Please provide the details of any brothers or sisters living at the same address who attend this school and **who will still be on the roll at the same school** during the 2020/21 academic year:

Name of Brother(s) or Sister(s)(Sibling(s))	Male/Female Please delete as appropriate	Date(s) of birth of Sibling(s):
	<b>M / F</b>	

### 2<sup>nd</sup> Preference School

Name of school:

Please provide the details of any brothers or sisters living at the same address who attend this school and **who will still be on the roll at the same school** during the 2020/21 academic year:

Name of Brother(s) or Sister(s)(Sibling(s))	Male/Female Please delete as appropriate	Date(s) of birth of Sibling(s):
	<b>M / F</b>	

### 3<sup>rd</sup> Preference School

Name of school:

Please provide the details of any brothers or sisters living at the same address who attend this school and **who will still be on the roll at the same school** during the 2020/21 academic year:

Name of Brother(s) or Sister(s)(Sibling(s))	Male/Female Please delete as appropriate	Date(s) of birth of Sibling(s):
	<b>M / F</b>	

## 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 may do so if you are offered a place for your child at an oversubscribed school. We will withdraw the offer of a place if it was obtained through a fraudulent or intentionally misleading application. Please see Page 10 of the Primary and Secondary School Admission Guide if parents are separated and share custody of the child/siblings.

**You MUST 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](http://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 or objection 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).

Parent's Signature:

Date:

I will inform you immediately either by email to [schooladmissions@durham.gov.uk](mailto: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](mailto:DPO@durham.gov.uk) or the Information Commissioner's Office [casework@ico.org.uk](mailto: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 2019 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.**