

SECONDARY TRANSFER AND YEAR 10 INTAKE 2019/20

If you are a resident of Bath and North East Somerset you can apply online by visiting our web site [Admissions to Schools](#). Alternatively complete this form (one for each child) using a ball point pen and BLOCK CAPITALS. The closing date for all applications is 31 OCTOBER 2018. You can apply for any school regardless of whether or not the school is located in or outside of Bath & North East Somerset.

If you live outside of Bath & North East Somerset **do not** fill in this form. Contact your home authority for an application form. You will be able to use that form to apply for schools in this authority.

All applicants for Bath and North East Somerset Schools should ensure that they have read the booklet 'A Secondary School for your Child in Bath & North East Somerset 2019/20'.

SECTION 1 – Child Details You should enter your child’s legal surname and first/middle name(s) as they appear on his/her birth certificate, unless the child’s name has been legally changed

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|----------------------------|---|--|--|-------|--|--|------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| First Name | | | | | | | | | | | | | | | | | | | | | | | | |
| Middle Name(s) | | | | | | | | | | | | | | | | | | | | | | | | |
| Surname/Family Name | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of Birth | Day | | | Month | | | Year | | | | | | | | | | | | | | | | | |
| Gender | Male <input type="checkbox"/> Female <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | |
| Home Address | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| Postcode | | | | | | | | | | | | | | | | | | | | | | | | |
| Current School | | | | | | | | | | | | | | | | | | | | | | | | |

For school admission purposes the Local Authority (LA) will consider the child’s home address to be the permanent address where he or she generally resides with their parent. Temporary addresses may not be used to obtain school places. If you/your child are moving from your present address please supply details of the new address above and supply the anticipated move date below. Give details of your present address in Section 4. You WILL need to provide documentary evidence of your new address. On time applicants moving house will be considered from their proposed new address in the first round of allocations providing they have been able to submit appropriate documentary evidence by no later than 14 November 2018. For further information please refer to the Admissions Booklet.

Moving to new address on (Day Month Year) _____

| | | | |
|---|--|------------------------------|-----------------------------|
| Is the child “looked after” by a Local Authority? (Sometimes referred to as “being in care”) | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| A “Looked After Child” is a child who is in the care of a local authority or provided with accommodation by that local authority. If you are applying on behalf of such a child please tick the YES box | | | |
| If YES, which Local Authority? | | | |
| Name of Social Worker | | | |
| Is the child a “Previously looked after child”? i.e. became subject to an adoption, care arrangement or special guardianship order immediately after being looked after | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If YES, please state under which category they fall within. Adoption <input type="checkbox"/> Care Arrangement order <input type="checkbox"/> Special Guardianship order <input type="checkbox"/> | | | |
| Does the child have a Statement of Special Educational Needs or Education, Health and Care Plan? | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If YES, your application will be processed by the Special Educational Needs Team – see the booklet ‘A Secondary School for your Child’ for further information | | | |

SECTION 2- SCHOOL PREFERENCES

Your preferred school(s) should be shown in the preference boxes below in priority order. You can express a preference for any school, including Voluntary Aided (VA) or Academy Schools, within any Local Authority (LA). Some schools may also offer Year 7 boarding places as well as Year 7 day places. If you want to apply for a boarding school place you need to include this in your list of schools as this counts as one of your 5 preferences but please add the word boarding after the school name. You can apply for a Year 7 day place at the same school but as this will be counted as a separate preference to any boarding school preference you may have made it is very important that you list them in your priority order (see also Section 3).

Please consider your preferences carefully as, after the closing date, if you decide to change your school preference (or preference order) your original application will be withdrawn and your child will NOT be considered for a school place in the first round of allocations even if the original application was received before the closing date. (See booklet for further details)

Completion of the boxes does not guarantee that a place can be offered to your child at one of these schools. Every effort will be made to offer you a school of your preference. However, if schools receive more applications than places available, the admissions criteria will be used to decide which children can be offered places. Please note that all preferences are considered equally and if your child qualifies for a place at more than one school you will be offered your highest preference school. The booklet gives a detailed explanation of the equal preference system.

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| My 1 st Preference school is: | | | | | | | | | | | | | | | | | | | |
| Postcode of School | | | | | | | | | | | | | | | | | | | |
| My 2 nd Preference school is: | | | | | | | | | | | | | | | | | | | |
| Postcode of School | | | | | | | | | | | | | | | | | | | |
| My 3 rd Preference school is: | | | | | | | | | | | | | | | | | | | |
| Postcode of School | | | | | | | | | | | | | | | | | | | |
| My 4 th Preference school is: | | | | | | | | | | | | | | | | | | | |
| Postcode of School | | | | | | | | | | | | | | | | | | | |
| My 5 th Preference school is: | | | | | | | | | | | | | | | | | | | |
| Postcode of School | | | | | | | | | | | | | | | | | | | |

Please tick any of the following reasons for your school preference(s). You may give reasons for your school preferences but you should note that all allocations must be made in accordance with the published admissions criteria if a school is oversubscribed.

| Preferences | 1st | 2nd | 3rd | 4th | 5th |
|---|-----|-----|-----|-----|-----|
| Distance (home to preferred school) | | | | | |
| Medical Reasons | | | | | |
| Religion or Faith | | | | | |
| Catchment Area | | | | | |
| Ease of Travel | | | | | |
| Feeder/Linked School | | | | | |
| Social Reasons | | | | | |
| Single sex School | | | | | |
| Co-educational school | | | | | |
| Specialist/Selective school | | | | | |
| Other reasons (please specify what these reasons are) | | | | | |

SIBLINGS (see booklet for definition of a sibling)

If, in September 2019, this child has an older brother or sister who will be in attendance at one of your preferred schools or at the paired school (see admissions policies for details) please give the details below:

| | | | | | | | | | | | | | | | | | | | | |
|---------------------|-------------------------------|--|--|-------|--|---------------------------------|------|--|--|--|--|--|--|--|--|----------|--|--|--|--|
| First Name | | | | | | | | | | | | | | | | | | | | |
| Middle Name(s) | | | | | | | | | | | | | | | | | | | | |
| Surname/Family Name | | | | | | | | | | | | | | | | | | | | |
| Date of Birth | Day | | | Month | | | Year | | | | | | | | | | | | | |
| Gender | Male <input type="checkbox"/> | | | | | Female <input type="checkbox"/> | | | | | | | | | | | | | | |
| Home Address | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | Postcode | | | | |
| Current School | | | | | | | | | | | | | | | | | | | | |

SECTION 3 - VOLUNTARY AIDED DENOMINATIONAL and ACADEMY SCHOOLS

If your preferences include Voluntary Aided (VA) or Academy schools you should read the school's admission criteria which are published in each LAs Secondary guides as the criteria will be different from those used for Community and Voluntary Controlled schools.

Details of any supporting evidence they may require will be given in their admissions criteria and this evidence should be sent to the school direct. As well as completing this application form certain VA or Academy Schools require you to complete a supplementary information form (SIF), copies of which are available from the schools direct. Please see their admissions criteria for details of which schools require a SIF.

Some schools may also offer Year 7 boarding places and a SIF may also be required so please refer to the school's individual admission criteria for details.

| | | | | | | |
|---|------------------------------|--|-----------------------------|--|---|--|
| Are you applying for a Year 7 boarding place within your list of school preferences? | Yes <input type="checkbox"/> | | No <input type="checkbox"/> | | | |
| If you are applying for an Academy or VA School which requires a SIF, has this been sent directly to the school? | Yes <input type="checkbox"/> | | No <input type="checkbox"/> | | | |
| If one or more of your preferences is for a place at a Voluntary Aided Church School the following information may be useful to the schools when considering your application under their admissions criteria: | | | | | | |
| | Church of England | | Catholic | | Other (please specify) | |
| Denomination (please tick appropriate box) | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> <input type="text"/> | |
| Is your child baptised? | Yes <input type="checkbox"/> | | No <input type="checkbox"/> | | | |
| NB: If you have answered YES and are applying for a Catholic school, a copy of the baptismal certificate must be sent to the school direct by the closing date. Please tick this box if you have sent this to the school direct <input type="checkbox"/> | | | | | | |
| Name of church where you currently worship | <input type="text"/> | | | | | |
| Name of parish Priest/minister | <input type="text"/> | | | | | |
| If you are applying for a Voluntary Aided C of E school, the school's admissions criteria gives details of the church evidence they require. Please tick this box if you have sent this to the school direct <input type="checkbox"/> | | | | | | |

SECTION 4 – APPLICANT DETAILS (details of adult responsible for applying for the school place for the child)

| | |
|---|--|
| Title (Mr/Mrs/Ms/Miss) | |
| Forename | |
| Surname/Family Name | |
| Address (if different in Section 1. See notes and provide your current address if you are in the process of moving) | |
| | Postcode |
| Telephone No. (daytime) | |
| Telephone No. (mobile) | |
| Email address | |
| Relationship to pupil | Mother <input type="checkbox"/> Father <input type="checkbox"/> Step Parent <input type="checkbox"/> Social Worker <input type="checkbox"/> Foster Parent <input type="checkbox"/> Social Worker <input type="checkbox"/> Other Relative <input type="checkbox"/> Other Family Member <input type="checkbox"/> Other <input type="checkbox"/> |
| Do you have parental responsibility for this child? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

UK Service Personnel. Are you a UK service personnel (or crown service) family returning from overseas with a confirmed posting to the area. An official letter declaring the relocation date, unit postal address or quartering area address should be provided. **YES / NO**

SECTION 5 – DECLARATION PLEASE SIGN AND DATE THIS FORM BELOW

You should note that the offer of a school place can be withdrawn by the LA even after your child has started school if, at a later date, it is established that the place was offered on a basis of false or misleading information. If you knowingly give false information in order to obtain a particular school place you could be prosecuted for the offence of fraud by false representation under the Fraud Act 2006 or any other appropriate act.

If false information is provided your application will be void and you will be required to submit a further application. If this is received after the published closing date it will then be regarded as a late application. If it is found that a sibling currently at the school was also offered a place on the basis of false information then for any further applications received the authority will discount the sibling's connection.

In fairness to all parents the Council reserves the right to require documentary evidence of the genuineness of the family address and, if this is not produced, the Council reserves the right to make its own enquiries with, for example, the Council Tax Offices and other authorities.

In the interest of your child's school placement, the information you provide on the preference form may be shared with the other Local Authorities and Schools in the area.

General Data Protection Regulation 2018

The information that you give on this form will be used for the purpose of processing your application for a school place for your child. The information may be shared with other Council Departments for the purposes of verifying the accuracy of the application and if you are also applying for a school outside of Bath & North East Somerset, with LAs and schools in their area.

| | | |
|--------------------------------------|----------|---------------------|
| Name of Parent/Carer | Initials | Surname/Family Name |
| Mr/Mrs/Ms/Miss (delete as necessary) | | |
| Signature | | Date |

Please return the form by 31st October 2018 either by email to admissions_transport@bathnes.gov.uk or to our postal address of: The Admissions & Transport Team, Bath & North East Somerset Council, Lewis House, Manvers Street, Bath, BA1 1JG.

If you require confirmation of your application being received and have sent your application by post, please include a stamped addressed envelope with this form. This document can be made available in a range of languages, large print, Braille, on tape, electronic and accessible formats. Please contact The Admissions & Transport Unit on 01225 394312 for further information