

**SECONDARY TRANSFER AND YEAR 10 INTAKE 2018/2019**

Use this form to apply for a Year 7 place or for a school/academy where their first intake group is into Year 10 (rather than Year 7) in September 2018.

**If you are a resident of Bath and North East Somerset you can apply on line up to 31st October 2017 by visiting [www.bathnes.gov.uk](http://www.bathnes.gov.uk) and following the link Schools and Colleges, then Admissions to schools. Please remember to use your child's Unique Identification Number if a Year 7 applicant.**

Alternatively print and complete this form (one for each child) using a ball point pen and BLOCK CAPITALS.

**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 have any queries or would like help completing the form, please contact the Admissions & Transport Unit on 01225 394312.

**If you live outside of Bath & North East Somerset do not fill in this form.** Contact your home authority for an application form.

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 2018/19**'. If your application is received after the closing date of **31st October 2017** your application may be disadvantaged. In the case of Bath and North East Somerset schools this might mean that all available places have been filled before late applications are considered.

<b>SECTION 1 – Child Details</b>		<b>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</b>					
Forename							
Middle Name(s)							
Surname/Family Name							
Date of Birth (dd/mm/yyyy)	Day:		Month:		Year:		
Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>			
Home Address							
						Postcode	
<p><b>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.</b> If you/your child are moving from your <b>present</b> address please supply details of the new address above and supply the <b>anticipated move date</b> below. Give details of your present address in Section 4. You <b>WILL</b> 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 <b>by no later than 14 November 2017</b> which confirms the new address details. For further information on addresses and types of evidence needed when an address is changed please refer to the Admissions Booklet.</p>							
<p><b>Moving on (Day Month Year) _____</b></p>							

<b>Current School Attended:</b>	
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Is the pupil "looked after" by a Local Authority? (Sometimes referred to as "being in care")	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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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

**You can apply online up to midnight on 31 October 2017 by visiting [www.bathnes.gov](http://www.bathnes.gov) and click on the link Schools, Colleges and Learning followed by Admissions to schools.**

If YES, which Local Authority?	
Name of Social Worker	
Is the child a “Previously looked after child”? ie became subject to an adoption, care arrangement order 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

Please enter the name and postcode of your preferred school(s) in the preference boxes below **in priority order**. You can express a preference for any school, including Foundation, 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 for your child you need to include this particular preference within your list of schools as this counts as one of your 5 school preferences but please add the word ‘**Boarding**’ after the school name. You can also 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 information)**

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.**

### My 1st Preference school is:

Name of School	
Postcode of School	

### My 2nd Preference school is:

Name of School	
Postcode of School	

### My 3rd Preference school is:

Name of School	
Postcode of School	

### My 4th Preference school is:

Name of School	
Postcode of School	

### My 5th Preference school is:

Name of School	
Postcode of School	

**Please tick any of the following reasons for your school preference(s).** You may tick as many reasons as you like for each preference. You may give reasons for your school preferences including religious or philosophical ones which all admission authorities will have regard to but you should note that all allocations must be made in accordance with the published admissions criteria if a school is oversubscribed. Giving reasons does not guarantee a place at your preferred school or mean that admission authorities will deviate from their published admission policies.

### Preferences

	1st	2nd	3rd	4th	5th
Distance (home to preferred school)					
Older sibling in preferred school (see also sibling section below)					
Medical reasons					
Religion or faith					
Catchment area					
Feeder/linked school					
Social reasons					
Ease of travel (public transport)					
Single sex school					
Co-educational school					
Specialist school					
Selective school					
Other reasons					

**SIBLINGS (see booklet for definition of a sibling)**

If this child has an older brother or sister who will be in attendance at one of your preferred schools in September 2018 please give the details below:

Forename										
Middle Name(s)										
Surname/Family Name										
Date of Birth (dd/mm/yyyy)	Day:	<input type="text"/>	Month:	<input type="text"/>	Year:	<input type="text"/>				
Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>						
Home Address										
										Postcode
Siblings Present										
School Attended										

**SECTION 3****FOUNDATION, VOLUNTARY AIDED DENOMINATIONAL and ACADEMY SCHOOLS**

(See each LA's booklet for which schools fall into this category and their individual requirements regarding any supporting evidence)

You should read the school's admission criteria which are published in each LAs Secondary transfer 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 Foundation, 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 but you need to include any preference for a boarding school place in your list of schools and add the word 'boarding' after the school name. A SIF may also be required so please refer to the school's individual admissions criteria for details.

Are you applying for a Year 7 boarding place within your list of school preferences? **YES**  **NO**   
(see notes also under Section 2)

If you are applying for an Academy, Foundation or VA School which requires a SIF, please confirm that this has been sent to the school direct. **YES**

If one or more of your preferences is for a place at a VA Church School the following information may be useful to the schools when considering your application under their admissions criteria:

	<b>Church of England</b>	<b>Catholic</b>	<b>Other</b> (please specify)
Denomination (please tick appropriate box)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your child baptised?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>	<input type="text"/>

NB: If you have answered YES and are applying for a Catholic school, a copy of the baptismal certificate may be required by the school and if so should be sent to the school direct. (please see individual school requirements).

Please tick this box if you have sent a baptismal certificate to the school direct

Name of church where you currently worship?	<input type="text"/>
Name of parish priest/minister?	<input type="text"/>

If you are applying for a VA C of E school, a letter of support from your parish priest or minister may be required by the school. (Please see individual school requirements). Any such evidence should be sent to the school direct and should not be included with this form.

If such a letter has been sent to the school direct, please tick this box

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

Title (e.g. Mr/Mrs/Ms/Miss)	
Fore Name	
Surname/Family Name	
Address (if different to address in Section 1. See notes and provide your <b>current</b> address if you are in the process of moving)	
	Postcode
Telephone No. (home)	
Telephone No. (work)	
Telephone No. (mobile)	
Email address	
Relationship to pupil	Mother <input type="checkbox"/> Father <input type="checkbox"/> Step Parent <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?	See the booklet 'A Secondary School for your Child' for further information YES <input type="checkbox"/> NO <input type="checkbox"/>

**UK Service Personnel.**

Please indicate if you are a family of UK service personnel (or crown service) returning from overseas with a confirmed posting to the area. An official letter declaring the relocation date and a 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 later 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.

**Data Protection Act 1998**

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	<b>Initials</b>	<b>Surname</b>
<b>Mr/Mrs/Ms/Miss</b> (delete as necessary)		
Signature:		Date

Please return the form by 31st October 2017 either by email to [admissions\\_transport@bathnes.gov.uk](mailto: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 the 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