

Secondary School Application Form

September 2017

TO BE COMPLETED BY RUTLAND RESIDENTS ONLY

Your application for a place at secondary school must be completed and submitted by 31 October 2016. You may apply on-line at www.rutland.gov.uk/admissions

1. CHILD'S DETAILS

All 'Legal' names should be the same as stated on the child's birth certificate or deed poll documentation

Child's Legal Surname _____

Child's Legal Forename _____

Child's Middle Name(s) _____

Preferred Names (if different to Legal Name) _____

Date of Birth _____ Gender (M/F) _____

Current primary school _____

Address: The address given should be the address of the parent/carer with whom the child spends the majority of time as a child of a family during term-time

House/Flat Name _____

Number _____ Street _____

Village/Town _____

County _____ Postcode _____

If you are moving house, please tell us the new address and the expected date of arrival at the new address. Please note that proof of the new address may be required. Please refer to your preferred school's admissions policy for more details.

House/Flat Name _____

Number _____ Street _____

Village/Town _____

County _____ Postcode _____

Date of arrival: _____

Is the child "looked after" or has the child previously been "looked after" by a Local Authority? (Sometimes referred to as "being in care") YES NO

If YES, which Local Authority? _____

Does the child or a family member have a special educational, medical or domestic need? YES NO

If so, please give details below and, if necessary, continue on a separate sheet. You must also attach supporting evidence from a recognised professional. If such evidence is not attached, your application will not be considered as a special educational, medical or domestic need.

Does the child have a Statement or Education, Health and Care Plan? YES NO

2. PARENT/CARER DETAILS

Parent/Carer Surname _____ (Mr/Mrs/Miss/Ms)

Parent/Carer Forename(s) _____

Relationship to child _____

Do you have parental responsibility for this child? (See note below) YES NO

Parental responsibility is defined as:

- The natural mother of the child
- The natural father if married to the mother at the time of the birth or subsequently, if named on the birth certificate after 1 December 2003 or if he has a parental responsibility agreement with the mother or has a parental responsibility order from the court.
- A person awarded a residence order, Special Guardianship Order or an Adoption Order.

If you have any queries regarding parental responsibility, please contact the Admissions Service on 01572 722577.

(If you answered NO to the 'parental responsibility' question, please contact the Local Authority on 01572 722577 to provide further details).

Home Tel Number (inc area code) _____

Work Tel Number _____

Mobile Telephone Number _____

Email address _____

If the parent/carers address is the same as the child's address detailed in Section 1, you need only tick this box.

If the address is different, please complete the address details below:

House/Flat Name _____

Number _____ Street _____

Village/Town _____

County _____ Postcode _____

3. SCHOOL PREFERENCES

- According to the Local Authority's co-ordinated admissions scheme, you can apply for up to three preferences of secondary school. This includes a preference for a place in any Rutland school or any school within another Local Authority area. This does not include private or independent schools.
- Please make sure that you rank your preferences in order of priority. All preferences listed will be processed but only one offer of a place will be made. If more than one of your school preferences can be allocated, the school offered will be the one listed highest within your ranked preferences.
- If you wish your child to be considered for a place at your catchment school you must list the school as one of your preferences. If you do not list your catchment school as a preference, there may not be a place available there if places cannot be offered at your preferred school. In this instance, your child will be offered a place at the nearest school to their home address with a place available.

1ST PREFERENCE SCHOOL

Full name of school _____

Please select your reason(s) for choosing this school by ticking the relevant box:

Catchment area (if applicable)	<input type="checkbox"/>	Other <input type="checkbox"/> (please comment and continue on a separate sheet if necessary)
Feeder school	<input type="checkbox"/>	
Sibling currently attends the school	<input type="checkbox"/>	
Sibling attended this school in last 5 years	<input type="checkbox"/>	
Special need	<input type="checkbox"/>	
Parent/carer is a member of staff at the school	<input type="checkbox"/>	

2ND PREFERENCE SCHOOL

Full name of school _____

Please select your reason(s) for choosing this school by ticking the relevant box:

Catchment area (if applicable)	<input type="checkbox"/>	Other <input type="checkbox"/> (please comment and continue on a separate sheet if necessary)
Feeder school	<input type="checkbox"/>	
Sibling currently attends the school	<input type="checkbox"/>	
Sibling attended this school in last 5 years	<input type="checkbox"/>	
Special need	<input type="checkbox"/>	
Parent/carer is a member of staff at the school	<input type="checkbox"/>	

3RD PREFERENCE SCHOOL

Full name of school _____

Please select your reason(s) for choosing this school by ticking the relevant box:

Catchment area (if applicable)	<input type="checkbox"/>	Other <input type="checkbox"/> (please comment and continue on a separate sheet if necessary)
Feeder school	<input type="checkbox"/>	
Sibling currently attends the school	<input type="checkbox"/>	
Sibling attended this school in last 5 years	<input type="checkbox"/>	
Special need	<input type="checkbox"/>	
Parent/carer is a member of staff at the school	<input type="checkbox"/>	

4. SIBLING DETAILS

If your child has a sibling already attending one of your preferred schools or has a sibling that attended one of your preferred schools within the last 5 years, please give details below.

(A definition of 'sibling' is contained within each school's admission arrangements. For Rutland schools, see section 3 of the Starting Secondary School brochure).

Sibling's Legal Full Name _____

Sibling's Preferred Name (if different to Legal Name) _____

Sibling's Date of Birth _____

Name of school that sibling attends/attended _____

Date sibling left the school (if applicable): _____

5. PARENTAL DECLARATION

- I understand that when I receive an offer of a place I will need to respond to the offer within the timescale given or the offer may be withdrawn.
- I understand that once my child has been allocated a place I will have to complete a second form to provide further details about my child to the school offered and may also need to provide a copy of my child's birth certificate.
- The information on this form is correct and I understand that the offer of a place may be withdrawn by the local authority if this application is found to be based on fraudulent or misleading information.

Parent/Carer name: _____

Parent/Carer signature: _____ Date _____

THIS FORM MUST BE SUBMITTED BY 31 OCTOBER 2016

LATE APPLICATIONS WILL ONLY BE CONSIDERED AS 'ON TIME' IF THERE ARE EXCEPTIONAL CIRCUMSTANCES. DOCUMENTATION MUST BE PROVIDED IN SUPPORT OF THIS.

Please return completed forms to: **SCHOOL ADMISSIONS,
PEOPLE DIRECTORATE,
RUTLAND COUNTY COUNCIL,
CATMOSE, OAKHAM,
RUTLAND LE15 6HP**

Or by fax to: **01572 758307**

To safeguard your child's personal data we advise that you do not return your completed application form by email.

Data protection statement:

The information you have provided will be used in accordance with the Data Protection Act 1998 and other relevant legislation.

Sometimes we may need to ask other agencies or organisations for relevant information about you to fulfil our legal responsibilities or to provide services.

We may pass your information to other agencies or organisations as allowed or required by law, for example:

- to enable them to carry out their statutory duties
- where it is necessary to prevent harm to yourself or other individuals
- to help with the prevention of fraud

Rutland County Council may check internal records to verify information provided by customers

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you, please contact: www.rutland.gov.uk



Rutland
County Council