



Department for Children, Adults and Health

All Parent/Carers of Year 6 Children

Date: September 2019
Your Ref:
Our Ref: Bulk Secondary
Enquiries To: Contact Centre
Tel: (01454) 868008
Fax: (01454) 868420
Email: CIS@southglos.gov.uk

Dear Parent/Carer

TRANSFER TO SECONDARY EDUCATION IN SEPTEMBER 2020

Your child is of age to transfer to a secondary school next September. From 12 September 2019, if you live in South Gloucestershire, you will be able to apply for a place online at www.southglos.gov.uk/admissions. The online application system is secure and simple to use.

If you have already registered on our Citizen Portal, you can simply log on using your original email address and password. Before completing the application, please check your details in 'My Account' to ensure they are up-to-date and accurate. If you have changed your email address since you registered, you will need to log on using your original email address and then change your email address using the option in 'My Account'.

The on-line form may ask for your Council Tax Reference Number and a UID number; please note that this is not essential information and does not have to be entered in order to complete your on-line application form.

We strongly recommend that you read the parent guide 'Admission to Secondary Schools in South Gloucestershire, which is available on the website **before submitting your application**. The guide details the geographical area(s) that schools serve, the oversubscription criteria and other information to help applicants.

Once you have completed and submitted an on-line application form you will receive an email to confirm that your application has been received. Amendments can be made to your online application up to the closing date of but it is very important to remember to re-submit your application each time you access the form even if you do not make changes.

If you would prefer to apply using a paper application form, this can be downloaded from the website.

If you are resident outside of South Gloucestershire you will need to apply through your home Local Authority, regardless of the location of your preferred school(s).

The closing date for the submission of applications is 31 October 2019.

Please contact schools directly or look at their websites for details of open evenings, etc. If you would like further information or advice about the admission arrangements, please contact us.

Yours sincerely

John Phillips
Admissions & Transport Manager

Application form for first admission to Year 7 or Year 10 * for September 2020

* Refers to admission to schools which have first admission at Year 10.

- Do not complete this form if your child has an Education, Health and Care Plan.
- Please consult your case officer for advice if a statutory assessment is in progress.
- Before completing this form please read the 'How do I apply for a school place' section in the Admission to Secondary Schools guide. This link can be found at www.southglos.gov.uk/admissions.
- Please complete this application form in black ink and in block capitals.

When completed this form should be returned to: South Gloucestershire Council, Department for Children, Adults and Health, PO Box 1955, Admissions and Transport Team, Bristol, BS37 0DE, **NO LATER than 31 OCTOBER 2019. Applications received after this date will not normally be considered until all applications received by the closing date have been considered.**

Section 1: Pupil Details

1) First Name(s): 3) Gender (M/F):

2) Surname:

4) Date of Birth: DD MM YY

5) Child's Current Home Address:

.....
..... 6) Postcode:

7) Current Primary or Secondary School:

8) Current School Address (if this is not a South Gloucestershire School):

.....
..... 9) Postcode:

10a) If child is subject to a Care Order or is accommodated by Social Services, enter name of local authority

.....

10b) Tick box if the child was Previously in Public Care/Looked After* by a local authority but ceased to be so because they were adopted¹ (or became subject to a residence order² or special guardianship order³).

* Documentation will need to be provided as proof of care status.

¹ Under the terms of the Adoption and Children Act 2002.

² Under the terms of the Children Act 1989.

³ Section 14A of the Children Act 1989.

11) Tick box if the child has a statutory assessment in progress for an Education, Health and Care Plan.

Section 2: Parent / Carer Details

1) Title: 2) First Name(s): 3) Surname:

4) Address (if different from child's home address in section 1):

Please note: this is the address to which all correspondence will be sent

.....
..... 5) Postcode:

6) Email:

At least one telephone number should be supplied

7) Home: 8) Work: 9) Mobile:

10) What is your relationship to the child?
(e.g. Mother, Father, Step Parent etc)

11) Please tick the box if you have Parental Responsibility for the child:

12) Security Password: *
* Optional Boxes: If you supply a security password this must be provided when making any enquiries about the progress of this application.

Section 3: School First Preference Details

Fill in Section 3 for your first preference school.
Fill in Sections 4 and 5 for your second and third further preference schools that you wish to apply for.
Please note: There is no advantage in naming just one preference or naming one preference three times.

If applying for a voluntary aided school, the school may require proof of baptism for child/parent and completion of an additional information form. Please refer to individual schools for more information.

1) Name of First Preference School:

2) Postcode or Address of First Preference School:
.....

3) Tick one or more of the following boxes to indicate reason(s) for your preference (where appropriate):

Older Sibling at School * Religion or Faith

Please note: Whilst all admission authorities will have regard to the reasons for your school preference, giving reasons for your preference does not guarantee a place at your preferred school or mean that admission authorities can deviate from their published admission policies.

Use the space below to provide additional information to support your application for this school.
.....
.....

* If you ticked the box above to indicate that the child has an older brother or sister (sibling) who will be attending this school, or the paired junior school, in the same school year that this application is for, fill in the sibling details below.

4) Sibling First Name: 5) Gender (M/F):

6) Sibling Surname:

7) Date of Birth: DD MM YY

8) Sibling's Home Address and Postcode (if different from child's home address in section 1):
.....
..... 9) Postcode:

Section 4: School Second Preference Details

1) Name of Second Preference School:

2) Postcode or Address of Second Preference School:

3) Tick one or more of the following boxes to indicate reason(s) for your preference (where appropriate):

Older Sibling at School * Religion or Faith

Please note: Whilst all admission authorities will have regard to the reasons for your school preference, giving reasons for your preference does not guarantee a place at your preferred school or mean that admission authorities can deviate from their published admission policies.

Use the space below to provide additional information to support your application for this school.

.....
.....

* If you ticked the box above to indicate that the child has an older brother or sister (sibling) who will be attending this school, or the paired junior school, in the same school year that this application is for, fill in the sibling details below.

4) Sibling First Name: 5) Gender (M/F):

6) Sibling Surname:

7) Date of Birth: DD MM YY

8) Sibling's Home Address and Postcode (if different from child's home address in section 1):
.....
..... 9) Postcode:

Section 5: School Third Preference Details

1) Name of Third Preference School:

2) Postcode or Address of Third Preference School:

3) Tick one or more of the following boxes to indicate reason(s) for your preference (where appropriate):

Older Sibling at School * Religion or Faith

Please note: Whilst all admission authorities will have regard to the reasons for your school preference, giving reasons for your preference does not guarantee a place at your preferred school or mean that admission authorities can deviate from their published admission policies.

Use the space below to provide additional information to support your application for this school.

.....
.....

* If you ticked the box above to indicate that the child has an older brother or sister (sibling) who will be attending this school, or the paired junior school, in the same school year that this application is for, fill in the sibling details below.

4) Sibling First Name:

5) Gender (M/F):

6) Sibling Surname:

7) Date of Birth: DD MM YY

8) Sibling's Home Address and Postcode (if different from child's home address in section 1):

.....
..... 9) Postcode:

Section 6: Declaration

Please sign and date this form and return it to the address shown at the top of page 1. . You must ensure the information you supply is accurate and correct. We reserve the right to require documentary evidence in support of your application to ensure fairness to all parents/carers. Examples of evidence which may be requested include a birth certificate, a copy of a court order, a solicitor's letter confirming exchange of contracts (and completion date on a new property), a rental agreement, a letter from an employer, a letter from a bank or building society, a utility bill or evidence of child's residency. We may also use data held within the council, for example council tax data, for the purposes of verifying an address. Please be aware that South Gloucestershire Council may withdraw an offer of a place where an application is proven to be intentionally misleading or fraudulent.

The information I give on this form is true.

Signature:

Date: DD MM YY

Data Protection Act 2018: This application will be held in the Admissions and Transport Team of South Gloucestershire Council for 7 years. It will be held securely as both manual records and as electronic files. This information may be shared with the Council in order to fulfil our overall strategic goals. It may also be shared with other statutory authorities and related professional bodies. This could include sharing information for the purpose of consultation and educated related issues. Should you wish to know more about how we look after your personal information please visit www.southglos.gov.uk/privacy