

Application form

(Common application form for Community, Free, Church Voluntary Aided Schools and Academies)

For children applying for

Year 7

(first year of secondary school)

in September 2018



Please return this form
by **31 October 2017** to
your **child's present school**

Any information required by any church voluntary aided school for which you are applying must be handed in by the same deadline to the school in question.

If you return this form after 31 October 2017, it is late

In this case please return to the School Admissions Team,
Hove Town Hall, Norton Road, Hove, BN3 3BQ.

You can tell us your school preferences online at
www.brighton-hove.gov.uk/schooladmissions

If you do give us your school preferences online you will receive your decision earlier

Data Protection Act

Brighton & Hove City Council is the Data Controller for the purposes of the Data Protection Act 1998. This means that Brighton & Hove City Council is responsible for making decisions about how your personal data will be processed and how it may be used.

The purpose for which your data will be processed is to make arrangements for school admissions and home to school transport, establish pupil records to assist schools in administrative matters, track pupil progress, assess pupil entitlement to various benefits and services, and, not least, plan future school places and services.

The information you provide will be treated confidentially at all times.

Security safeguards apply to both manual and computerised held data, and only relevant City Council or school staff can access your information. If you have any queries contact the Data Protection Officer telephone 01273 291207.



**Brighton & Hove
City Council**

Notes to help you fill in this form

Full details of the arrangements made by the council for allocating school places are given in the booklet 'Secondary School Admissions in Brighton & Hove 2018-2019'.

To help you complete this form a checklist of important points is set out below.

Before completing this form, you may want to consider:

- Visiting any school before making up your mind. Please see the details of the arrangements for visits set out in the booklet;
- Several alternative schools. You will need to think about how your child will get to school, and the possible costs. Details of the circumstances in which the council is able to help with transport are given in the booklet;
- Any compelling medical or other exceptional reasons for wanting your child to go to one school rather than another. For example, does your child have a particular medical condition? If so, please supply a letter from your family doctor which explains the situation – this is important because it will enable the School Admissions Team to reach an informed decision about your child's school place. For more information see Section 4 for admission priorities (and Section 5 for own admission authority schools) in the booklet.
- Which catchment area are you in? Please see pages 20-21 of the booklet.

1. When you fill in the form, make sure that you give:

- 1a Your child's full name and date of birth.
- 1b Your child's main home address and your telephone number, and email address, if you have one. If you are likely to be moving before September 2018 and if this might result in a change of preference for a school, you should read Section 7 of the School Admissions Booklet titled "Moving House";
- 1c Your Brighton & Hove City Council Tax reference or account number. You will find it on your Council Tax Bill. If you have recently moved into the area, see p23 for proof of address that will be required.
- 1d The name of your child's present school;
- 1e Up to three different preferences for a school for your child in your order of priority (your chances of receiving your school of preference are not improved by naming the same school more than once). Please note that your listed preferences should include any application you are making to a church voluntary aided school, free school, academy or to a maintained school outside Brighton and Hove.
- 1f Indicate whether your child has a sibling at one of your preferred schools.
- 1g Indicate if your child has a statement of SEN or an Education, Health and Care Plan.
- 1h Any special reasons, including medical or other exceptional reasons, for your preference(s). Please remember to attach to the application form any letters in support of your request.
- 1i Indicate if your child is subject to a care order or voluntarily accommodated by a Local Authority. Please attach proof of your child's status to the application form.

2. How to return this form:

- i Sign and date the form, giving your full name as the child's parent or carer and making sure that you have attached any supporting evidence;
- ii Return it to a school official at your child's present school by 31 October 2017 (or to the School Admissions Team by the same date). Parents are responsible for ensuring that the form is handed in to a school official, or to the School Admissions Team. You should obtain confirmation of the receipt of your form, if required. If the form is returned after the closing date it should be sent to; School Admissions Team, Hove Town Hall, Norton Road, Hove, BN3 3BQ.

3. The Children Act, 1989

Under the terms of the Children Act, 1989, married parents or the unmarried mother of a child have parental responsibilities automatically. Other people, including unmarried fathers, step-parents, grandparents and other relations, foster carers, and others, may acquire parental responsibilities in a variety of ways. If you are uncertain of your parental status, the School Admissions Team will be happy to discuss it with you. Please contact 01273 293653 for information.

Application form for **Year 7** September 2018

Please use **BLOCK CAPITALS** and **BLACK INK** after reading the notes opposite and in the accompanying booklet.

See note 1a opposite	Child's Surname	Date of Birth		
		Day /	Month /	Year
	Child's first name	Boy <input type="checkbox"/> Girl <input type="checkbox"/>		
See note 1b opposite	Address			
	Postcode	Phone		
	email			

The above address should be the place where your child usually lives. Please note that it is an offence to give a false address.

See note **1c** **Your Brighton & Hove City Council Tax Account Number**

See note **1d** **Present School**

See note **1e**
Please note that the law allows you to express a preference rather than choose a school

Preferred School
Please write the names of the schools you would like your child to attend. If you wish to give reasons for this please do so overleaf.

First Preference	<input type="text"/>
Second Preference	<input type="text"/>
Third Preference	<input type="text"/>

Supporting Information (Please tick box if appropriate)

See note **1f**
opposite

There will be a brother or sister still at one of the schools listed above in September 2018 (please give details below – continue over if necessary)

Name	Date of birth	School they attend
<input type="text"/>		

See note **1g** My child has a statement of special educational needs or an Education, Health and Care Plan.

There are compelling medical or other exceptional reasons that make it essential for my child to attend _____ school. I have attached evidence from a doctor, social worker or other professional explaining why it is essential for my child to attend the school.

My child is subject to a care order or voluntarily accommodated by a local authority, or used to be but has now been adopted or made subject to a special guardianship order.

Social Worker's name	Contact no:
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If your child is adopted/subject to a special guardianship order please supply a copy of the adoption certificate or a copy of the order.

See note **3**
opposite

I have parental responsibility for this child, and all the information given on this form is legal and true. **I understand that any offer of a place made as a result of this application may be withdrawn if I give false information.**

Signed	Parent/Carer	Date
Print name		Mr/Mrs/Miss/Other

Please return this form by 31/10/17 to your child's present school, or to the School Admissions Team, Hove Town Hall, Norton Rd, BN3 3BQ. After 31/10/17 please return to the School Admissions Team.

For school/office use only	Received by	Time/date
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