

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 2024



Please return this form
by **31 October 2023** 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 2023, it is late.

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

You can apply online at

www.brighton-hove.gov.uk/schooladmissions

For our Privacy Notice please see back page



**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 application guide 2024-2025'.

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

Before completing this form, you may want to consider:

- Getting a feel for the schools in your area, details of opportunities to visit the schools will be available on the schools websites.
- 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 (and Section 5 for own admission authority schools) in the booklet.
- Which catchment area are you in? See the booklet or contact the school admissions team for information.

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 provide an email address you will receive your decision by email rather than letter. If you are likely to be moving before September 2024 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 The address given will be checked against council tax records. If you have recently moved into the area, see Section 7 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 & Hove.
- 1f Indicate whether your child has a sibling at one of your preferred schools.
- 1g Indicate if your child has 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 looked after by a local authority, or was looked after in England or elsewhere and is now adopted, or subject to a special guardianship or arrangement order. 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 2023 (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 2024

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

See note **1a**
opposite

Child's Surname Date of Birth Day / Month / Year

Child's first name Boy Girl

See note **1b**
opposite

Address

Postcode Phone

email

See note **1c**

The above address should be the place where your child usually lives. The address given will be checked against council tax records. Please note that it is an offence to give a false address.

See note **1d**

Present School

See note **1e**

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

Second Preference

Third Preference

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 2024 (please give details below, continue over if necessary)

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

My child has 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 looked after by a local authority, or was looked after in England or elsewhere and is now adopted, or subject to a special guardianship or arrangement order.

Social Worker's name

Contact no:

If your child is adopted/subject to an 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 have read the admissions guidance and 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 31/10/23 to your child's present school, or to the School Admissions Team, Hove Town Hall, Norton Road, BN3 3BQ. After 31/10/23 please return to School Admissions

For school/office use only

Received by

Time/date

