

September 2018 application form

Transfer to

Secondary school

This form is to be used only by **Portsmouth residents**



Portsmouth
CITY COUNCIL

School/office use only

Date form received / /

Please read these notes before completing your application form

Please read the appropriate section in the **Information for parents 2018/19** booklet for further details. You can find the booklet online at www.portsmouth.gov.uk/schooladmissions or request a copy from the Admissions Team. If you have any queries regarding your child's application or you would like help completing your form, please contact the Admissions Team via the City Helpdesk on 023 9268 8008.

- **Please read the whole form carefully before making your application to ensure that you complete the appropriate sections. It is essential that your application form is completed correctly.**
- **You can use this form to apply for Portsmouth schools or to a school in another local authority.**
- **If evidence is required to support your application, this must be relevant and returned with your form by the closing date. It is your responsibility to provide the evidence required.**
- **It is essential that your application is received by the closing date of 31 October 2017.** Late applications will not be considered until all applications that were received on time have been considered and allocated a place. For exceptions see page 17 of **Information for parents 2018/19 booklet**.
- **The Admissions Team will acknowledge your application form in writing before January 2018.**
- On **Thursday 1 March 2018** a letter will be sent out from the Civic Offices notifying you of the outcome of your application. Confirmation will **not** be given over the telephone or by email. Only parents who have applied online will be able to be notified by email.

Return your application with supporting evidence to your child's current junior or primary school to be forwarded to the Admissions Team.

If your child does **not** attend a school in Portsmouth, please return your application to the Admissions Team, Portsmouth City Council, Civic Offices, Guildhall Square, Portsmouth PO1 2EA. If you are posting your application by Royal Mail, we advise you to obtain proof of posting. If you hand deliver your application to the Civic Offices, please ask for a receipt.

**The closing date
for applications
is Tuesday
31 October 2017.**



You can get this Portsmouth City Council information in large print, Braille, audio or in another language by calling 023 9268 8008.

Section 1 – Pupil information

Surname:	Forename:
Date of birth:	Male or female:
Current school:	
Address:	This address should be the permanent address at which the child is living with his/her parent(s)/carer(s) as of Tuesday 31 October 2017 . See Information for parents booklet page 14 for further information regarding possible change of address during the process or contact the Admissions Team.
Postcode:	

Section 2 - School preferences

If you would like further advice before completing this section, or help to complete the application, please contact the Admissions Team via the City Helpdesk on 023 9268 8008.

- If the school you have applied for is oversubscribed, places will be allocated according to the admission policies published in the **Information for parents** booklet pages **34** to **46** for Portsmouth schools.
- **If you wish to apply for your designated catchment area school this should be stated as one of your preferences.**

For information on your catchment area school, please refer to your application letter or go to **www.portsmouth.gov.uk/schooladmissions** or contact the Admissions Team.

Schools that don't have catchment areas and serve the whole of the city are: St Edmund's Catholic School and The Portsmouth Academy.

- It is important that you tick the boxes relevant to your child's application and provide any evidence requested in section 3. If none of the criteria apply, your child will still be considered for a place at your preferred schools. **Having criteria for a school is not a guarantee that a place will be allocated.**
- If you are applying for a school in another local authority you may be required to complete their supplementary form. Please contact the school direct for information.
- If you are not successful in gaining a place at one of your preferred schools, a place will be offered at your catchment area school (**if places are still available**) or the next nearest school to your home with places available.

Preference 1:
Preference 2:
Preference 3:

- **Please state a preference for three different schools**
- **Stating the same school more than once will not strengthen your application**

Section 3 – Application assessment

If you are applying for a place at St Edmund's Catholic School please complete and return the supplementary information form (SIF) enclosed with this form. This section is for all other Portsmouth secondary schools.

If you have stated a preference for a secondary school listed on page 56 of the **Information for parents 2018/19 booklet** (excluding St Edmund's Catholic School) or a school in another local authority, please tick any boxes that relate to your child's application and return relevant evidence as required.

Tick the box if the answer is **yes**, or leave blank if the answer is **no**.

Child looked after or previously looked after by a local authority

See **Information for parents** booklet page 49. If you have ticked this criterion, please complete Section 4 of the application form

Child or family with significant medical, physical, psychological or social need

This must be supported by relevant documentation which is to be returned with the application form – See **Information for parents** booklet page 49. **Note:** not applicable to Charter Academy.

Brother or sister on roll

If brother(s) or sister(s), including step-brother(s) and step-sister(s) **living in the same household**, already attend the school you have applied to and will continue to attend **next academic year** – See **Information for parents** booklet page 49/50

Name:

School attending:

Current year group:

Are you currently applying for a place at one or more of your preferred schools for a brother/sister

Name:

School(s) applying for:

Current year group:

Is your child eligible for service premium (children of UK armed forces personnel)

See **Information for parents** booklet Page 50 (a child of armed service personnel under S14 of the Education Act 2002) - Evidence may be requested. **Note:** only applicable to Admiral Lord Nelson, Mayfield, Springfield and Trafalgar Schools.

Child of staff

See **Information for parents** booklet Page 50
Employed at the school for more than 2 years at time of application or recruited to fill a post subject to skill shortage. **Note:** only applicable to Charter Academy, Mayfield School, The Portsmouth Academy and Springfield School.

Please tick this box if a sibling of the child you are applying for has been previously unsuccessful in getting a place at their catchment school/s. See **Information for parents** booklet Page 50

Other reason for application (Continue on separate sheet if necessary)

Section 4 – Looked after (or previously looked after) child

Looked after child – If you are making an application for a child looked after by a local authority (i.e. in the local authority care or provided with accommodation by the local authority for a continuous period of more than 24 hours) please complete the following information.

Linked social worker: Telephone number:

Contact address:

Previously looked after child – A child previously looked after and then immediately adopted or subject to a residence or special guardianship order. Please provide a copy of the relevant court order.

Name of the previous care authority:

Section 5 – Parent(s)/carer(s) information

The application will be processed on the basis that all those who hold parental responsibility are in agreement.

Applicant's details

Mr/Mrs/Miss/other:

Surname:

Forename:

Relationship to child:

Address if different to child:

Tick if either parent is a member of UK armed forces

Applicant's home tel:

Applicant's email address:

Other parent/carers if applicable

Mr/Mrs/Miss/other:

Surname:

Forename:

Relationship to child:

Address if different to child:

Tick if either parent is a crown servant

Applicant's work/mobile tel:

Section 6 – Declaration

The local authority reserves the right to verify information given on this form. Any offer of a place will be on the basis that the information supplied is accurate and up to date. Please read the declaration below and sign the form.

I certify that I have read the guidance and *Information for parents* booklet and the information given on this form is correct. I confirm that this application is agreed by all those with parental responsibility and is the only secondary application I have completed on behalf of this child.

I understand that any place offered will be withdrawn if I give false information, even if my child has started at the new school.

Signature of parent/carers:

Print name:

Date: / /

Data protection - privacy notice

Portsmouth City Council will process your personal information appropriately and legally in accordance with the Data Protection Act 1998, the National Fraud Initiative and other relevant legislation. The details you provide will be held in a secure system or database and will only be shared with other organisations where the law allows. The Portsmouth Information Sharing Framework, which sets out the conditions under which we will share information with other organisations, is available on the Data Protection page of the council's website. The council may share your information with

relevant departments to help develop new services or improve existing services. You should be aware that we may be required to disclose your personal information without your consent for the purposes of preventing or detecting crime/fraud or apprehending and prosecuting offenders (for example to the police, Cabinet Office, Department for Work and Pensions or as part of the National Fraud Initiative (NFI)) or where we have a statutory duty to do so. For more information visit www.portsmouth.gov.uk/nfi