

2017/18

In-year application to Portsmouth Secondary schools

This form is to be used for **Portsmouth school applications only**



Portsmouth
CITY COUNCIL

School/office use only

Date form received / /

Please read these notes before completing your application form

For schools or academies that are part of the co-ordinated admission scheme parents need to complete **only one** application form with up to three preferences. Please refer to the "In-year applications" information sheet. You can view this online by visiting www.portsmouth.gov.uk/schooladmissions

For applications to **St Edmund's Catholic School** please use their own application form.

Please note for **Trafalgar School** Years 7, 8 and 9 are co-ed and Years 10 and 11 are boys only. For **The Portsmouth Academy** Year 7 is co-ed and Years 8, 9, 10 and 11 are girls only.

If you have any queries regarding your child's application or you would like help completing your form, please contact the Admissions Team on 023 9268 8008 or at the Civic Offices, Guildhall Square, Portsmouth, PO1 2EA.

You can also refer to the **Information for parents 2017/18** booklet for more information. If you need a copy of this booklet please contact the Admissions Team on the phone number above or you can view the booklet online by visiting www.portsmouth.gov.uk/schooladmissions

- **Please check vacancies before applying by contacting the above number.**
- **If evidence or documentation is required to support your application, this must be relevant and returned with your form. It is your responsibility to provide the evidence required.**
- If you are applying for a **year 10 or 11 place**, please be aware that it may not be possible to match your child's curriculum needs. Please contact the school you wish to apply to for further information regarding GCSE options available.
- Please do not use this form if your child has a statement of special educational need or an Education, Health and Care Plan (EHCP). Please contact the SEN team on 023 9284 1238.
- Please return your form to the Admissions Team, Civic Offices, Guildhall Square, Portsmouth PO1 2EA or you can take your application form to the school to be forwarded to the Admissions Team.
- If you wish to apply for a school outside Portsmouth, please contact the relevant local authority for information on how to apply.

For children currently attending a
Portsmouth school/academy

School stamp:

Date:

Note: your application will not be processed without your current school stamp.



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

Section 1a – Pupil information

Surname:	Forename:
Date of birth:	Male or female:
Current or previous school:	
Child's current address:	This address should be the permanent address at which the child is living with his/her parent(s)/carer(s). See Information for parents booklet page 13 for further information or contact the Admissions Team.
Postcode:	

Section 1b - School preferences

I wish my child to be considered for a place at the following school(s):

Preference 1:	Year group required:
Preference 2:	Start date:
Preference 3:	

You can apply for up to three different schools.

If your child is currently out of school and you are unsuccessful in gaining a place at any 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 (excluding St Edmund's Catholic School).

Section 2 – Reason for application

Please give the reason for your application by ticking the appropriate box and providing the evidence as requested.

1. Moved or moving house Yes No (go to question 2) Date of Move

If yes, **proof of address will be required with the application form**, see **Information for parents** booklet. Please answer the following supplementary questions.

Is this a: family move? child move? Future address:

Is the move due to a new posting as Crown Service or Service personnel? Yes No

Have you recently moved into the country? Yes From: No

Is your child resident in Portsmouth? Yes No

2. Do you wish to change schools because your child is experiencing problems, or you are not happy with the current school? Yes No (go to question 3)

If yes, please give details of your concerns on the enclosed additional form.

3. Other reason If you have answered **no** to questions 1 and 2, please give your reasons for your application.

4. Is your child currently attending school? Yes No Date last attended:

Section 3 – Application assessment

Applications to a secondary school/academy (excluding St Edmunds Catholic School).

- Any documentation sent must name the school/academy the ticked criterion relates to.

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 53.

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 53.

Brother or sister already on roll

Does your child have a sibling **attending** or **applying** for one of your preference schools, or at an adjacent school? See **information for parents** booklet page 53.

Sibling name:

Date of birth:

School attending:

Current year group:

Child eligible for Service Premium

See **information for parents** booklet page 54

Child of staff employed at the school

See **information for parents** booklet page 54

Please tick this box if a **sibling** of the child you are applying for has previously been unsuccessful in getting a place at their **catchment** school.

Section 4 – Looked after child

Looked after child – If you are making an application for a child looked after by a local authority (LA) (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:

Tel:

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 and name of local authority responsible for looked after child.

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 Details

Mr/Mrs/Miss/Other:	Mr/Mrs/Miss/Other:
Surname:	Surname:
Forename:	Forename:
Relationship to child:	Relationship to child:
Address if different to the child:	Address if different to the child:
<input type="checkbox"/> Tick if either parent is a member of UK armed forces	<input type="checkbox"/> Tick if either parent is a crown servant
Applicant's home tel:	Applicant's work/mobile tel:
Applicant's email address:	

Section 6 – Further information

Home language spoken:

Section 7 – For children currently attending a Portsmouth school

In the event that you are **unsuccessful** with your preferences, do you want us to allocate a place at your catchment school/academy or the next nearest school/academy in the co-ordinated scheme* to your home address (if places available)? Yes No *currently excluding St Edmund's Catholic School.

Section 8 – 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 notes and Information for parents booklet and the information given on this form is to the best of my knowledge correct.

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

Signature of parent/carers:	
Print name:	Date: / /

Data protection

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 provided by you 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 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 or prosecuting offenders (for example to the Police, Audit Commission or Department for Work and Pensions or as part of the National Fraud Initiative) or where we have a statutory duty to do so. For more information visit www.portsmouth.gov.uk and search for National Fraud Initiative.