UTC PORTSMOUTH
ENGINEERING YOUR FUTURE

Portsmouth
CITY COUNCIL

September 2017 application form

Transfer to

UTC Portsmouth Year 10

This form is to be used by **all applicants** regardless of which Local Authority you are resident in.

School/office use only

Date form received / /

Please read these notes before completing your application form

The closing date for applications is Monday 31 October 2016.

Please read the appropriate section in the **Information for parents 2017/18** 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 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 only use this form to apply for a Year 10 place at UTC Portsmouth.**
- **Proof of address may be requested once your application is received.**
- **It is essential that your application is received by the closing date of 31 October 2016**. Late applications will not be considered until all applications that were received on time have been considered and allocated a place. For exceptions see **Information for parents booklet 2017/18** and **UTC Portsmouth admissions policy 2017/18**.
- **The Admissions Team will acknowledge your application form in writing before December 2016.**
- On **Tuesday 1 February 2017** 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 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.

Section 1 – Pupil information

Surname:

Forename:

Date of birth:

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 **Monday 31 October 2016.** If your address changes during the process or is due to change please contact the Admissions Team.

Postcode:

Section 2 – Application assessment

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**

If you have ticked this criterion, please complete Section 4 of the application form

☐ **Is your child eligible for pupil premium?**

See **Information for parents** booklet and UTC Portsmouth admissions policy 2017/18 - Evidence may be requested.

☐ **Is your child eligible for service premium**

See **Information for parents** booklet
(a child of armed service personnel under S14 of the Education Act 2002) - Evidence may be requested

Section 3 – 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 and **the name of the previous care authority.**

Section 4 – Parent(s)/carer(s) information

Only one parent/carer's contact details are required in accordance with the school admissions code.

Applicant's details

Surname:	Surname:
Forename:	Forename:
Relationship to child:	Relationship to child:
Address if different to child:	Address if different to child:
☐ Tick if you are a member of UK armed forces	☐ Tick if you are a member of UK armed forces
Applicant's home tel:	Applicant's work/mobile tel:
Applicant's email address:	

Section 5 – 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 Information for Parents booklet 2017/18 and the UTC Portsmouth admissions policy 2017/18 and the information given on this form is correct. I confirm that this application is agreed by all those with parental responsibility.

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

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

Data protection

Portsmouth City Council will process your personal information in accordance with the Data Protection Act 1998. The personal details provided by you will be held within a system/database, and where the law allows, may be shared with other departments within the council to update the details they hold about you and provide new and improved services. The council may also be required to disclose personal information to other Local Authority departments and third parties (such as the police, Audit Commission or Department for Work and Pensions or Department of Education) for the purposes of preventing or detecting crime, fraud or apprehending or prosecuting offenders or providing required data.

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

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