

2023/24

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 six preferences.

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

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

You can also refer to the **Information for parents 2023/24** booklet for more information. You can view the booklet online by visiting www.portsmouth.gov.uk/schooladmissions

- **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 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.

School stamp:

Date:

If your child attends a Portsmouth school or academy your application will not be processed without your current school's 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

Please complete this form in capital letters

Surname:	Forename:
Date of birth:	Gender:
Current or previous school: Address: Postcode:	
Child's current address: Postcode:	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 14 for further information or contact the Admissions Team.

Section 1b – School preferences

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

Year group required:	Start date:
Preference 1:	Preference 4:
Preference 2:	Preference 5:
Preference 3:	Preference 6:

You can apply for up to six different schools.

Section 2 – Reason for application

Please tick the appropriate box and provide the evidence as requested.

1. Moved or moving house

Yes No (go to question 4)
Date of Move: (go to question 2)

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

2. Is the move due to a new posting as Crown Service or Service personnel?

Yes (go to question 4) No (go to question 3)

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

Reason for Move: Please tick the relevant boxes to show reason for move:

Employment Refugee/Asylum Seeker International Student Other

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

5. Is your child resident in Portsmouth? Yes No (If no, please give details)

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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 61.

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 61.

Not applicable to all schools.

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 61-62.

Sibling name:

Date of birth:

School attending:

Current year group:

Child eligible for Service Premium (child of armed forces personnel)

See **information for parents** booklet page 62

Not applicable to all schools.

Child of staff employed at the school

See **information for parents** booklet page 62

Not applicable to all schools.

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. See **Information for Parents** booklet page 63.

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.

Name of Local 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 Details (All details including email address are required)

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:
Applicant's home tel:	Applicant's work/mobile tel:
Applicant's email address: PLEASE USE CAPITAL LETTERS	

Section 6 – Further information

Home language spoken:

Section 7 – 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/Privacy notice

Portsmouth City Council collects and uses personal information relating to children and young people in order to comply with the statutory obligations placed on us by government and so we can deliver and manage services for and on behalf of other organisations, including schools, early years education providers and childcare providers.

All personal information is processed in accordance with the Data Protection Act 2018. For more information on our Education Privacy Notice, please visit www.portsmouth.gov.uk