Bath & North East Somerset Council

SECONDARY TRANSFER AND YEAR 10 INTAKE 2022/23

If you are a resident of Bath and North East Somerset you can apply online by visiting our web site Admissions to Schools. Alternatively complete this form (one for each child) using a ball point pen and BLOCK CAPITALS. **The closing date for all applications is 31 OCTOBER 2021**. **You can apply for any school regardless of whether the school is in or outside of Bath & North East Somerset.**

If you live outside of this Local Authority (LA) do not fill in this form. Contact your home authority for an application form. You will be able to use that form to apply for schools in this authority.

All applicants for Bath and North East Somerset Schools should ensure that they have read the booklet **'A Secondary School for your Child in Bath & North East Somerset 2022/23'.**

SECTION 1 – Child Details: You should enter your child's legal surname and first/middle name(s) as they appear on his/her birth certificate, unless the child's name has been legally changed	
First Name	
Middle Name(s)	
Last Name	
Date of Birth	Day Month Year
Gender	Male ☐ Female ☐
Home Address	
	Postcode
Current School	

For school admission purposes the (LA) will consider the child's home address to be the permanent address where he/she generally resides with their parent. Temporary addresses may not be used to obtain school places. If you/your child are moving, please supply details of the **new** address above and the **anticipated move date** below. Give details of your **present** address in Section 4. You **WILL** need to provide documentary evidence of your new address by no later **than 12 November 2021** for this to be considered in the first round of allocations. **In all cases, it is your responsibility to confirm that the LA has received the documentary evidence.** For further information refer to the Admissions Booklet.

Moving to new address on (Day Month Year)_____

Is the child "looked after" by a Local Authority? (Sometimes referred to as "being in care")	**Yes** ☐	**No** ☐
A "Looked After Child" is a child who is in the care of a local authority or provided with accommodation by that local authority. If you are applying on behalf of such a child, please tick the YES box		
If YES, which Local Authority?		
Name of Social Worker		
Is the child a "Previously looked after child*"? i.e. immediately after being looked after became subject to an adoption, child arrangement or special guardianship order. Including Internationally Adopted Previously Looked After Children.	**Yes** ☐	**No** ☐
If YES, please state under which category they fall within. Adoption ☐ **Care Arrangement order** ☐ **Special Guardianship order** ☐ ***Documentation will need to be provided as proof of care status. In all cases, it is your responsibility to confirm that the LA has received the documentary evidence.**		
Does the child have an Education, Health and Care Plan?	**Yes** ☐	**No** ☐
If YES, your application will be processed by the Special Educational Needs Team – see the booklet 'A Secondary School for your Child' for further information		

SECTION 2- SCHOOL PREFERENCES

Your preferred school(s) should be shown in the preference boxes below in priority order. You can express a preference for any school, including Voluntary Aided (VA) or Academy Schools, within any Local Authority (LA). Some schools may also offer Year 7 boarding places as well as day places. If you want to apply for a boarding school place you need to include this in your list of schools as this will count as one of your 5 preferences but please add the word boarding after the school name. You can apply for a Year 7 day place at the same school but as this will be counted as a separate preference to any boarding school preference you may have made it is very important that you list them in your priority order (see also Section 3).

Please consider your preferences carefully as, after the closing date, if you decide to change your school preference (or preference order) your original application will be withdrawn, and your child will NOT be considered for a school place in the first round of allocations even if the original application was received before the closing date. (See booklet for further details)

Completion of the boxes does not guarantee that a place can be offered to your child at one of these schools. Every effort will be made to offer you a school of your preference. However, if schools receive more applications than places available, the admissions criteria will be used to decide which children can be offered places. Please note that all preferences are considered equally and if your child qualifies for a place at more than one school you will be offered your highest preference school. The booklet gives a detailed explanation of the equal preference system.

My 1st Preference school is:	
Postcode of School	
My 2nd Preference school is:	
Postcode of School	
My 3rd Preference school is:	
Postcode of School	
My 4th Preference school is:	
Postcode of School	
My 5th Preference school is:	
Postcode of School	

Please tick any of the following reasons for your school preference(s). You may give reasons for your school preferences, but you should note that all allocations must be made in accordance with the published admissions criteria if a school is oversubscribed.

Preferences	**1st**	**2nd**	**3rd**	**4th**	**5th**
Distance (home to preferred school)					
Medical Reasons					
Religion or Faith					
Catchment Area					
Ease of Travel					
Feeder/Linked School					
Social Reasons					
Single sex School					
Co-educational school					
Specialist/Selective school					
Other reasons (please specify what these reasons are)					

SIBLINGS (see booklet for definition of a sibling)

If, in September 2022, this child has an older brother or sister who will be in attendance at one of your preferred schools, (see admissions policies for details) please give the details below:

First Name	
Middle Name(s)	
Last Name	
Date of Birth	Day Month Year
Gender	Male ☐ Female ☐
Home Address	
	Postcode
Current School	

SECTION 3 - VOLUNTARY AIDED DENOMINATIONAL and ACADEMY SCHOOLS

If your preferences include Voluntary Aided (VA) or Academy schools, you should read the school's published admission criteria as this may be different from those used for Community and Voluntary Controlled schools.

Details of any supporting evidence they may require will be given in their admissions criteria and this evidence should be sent to the school direct. As well as completing this application form certain VA or Academy Schools require you to complete a supplementary information form (SIF), copies of which are available from the schools direct. Please see their admissions criteria for details of which schools require a SIF and the date to return this to them.

Some schools may also offer Year 7 boarding places and a SIF may also be required so please refer to the school's individual admission criteria for details.

Are you applying for a Year 7 boarding place within your list of school preferences? **Yes** ☐ **No** ☐

If you are applying for an Academy or VA School which requires a SIF, has this been sent directly to the school? **Yes** ☐ **No** ☐

If one or more of your preferences is for a place at a school that uses Faith as part of its admission criteria, the following information may be useful to the schools when considering your application under their admissions criteria:

	Church of England	Catholic	Other (please specify
Denomination (please tick appropriate box)	☐	☐	☐

Is your child baptised? **Yes** ☐ **No** ☐

NB: If you have answered YES and are applying for a Catholic school, a copy of the baptismal certificate must be sent to the school direct by the closing date. Please tick this box if you have sent this to the school direct ☐

Name of church where you currently worship

Name of parish Priest/minister

If you are applying for a school that uses Faith as part of the school's admissions criteria, it will give details of the church evidence they require. Please tick this box if you have sent this to the school direct ☐

SECTION 4 – APPLICANT DETAILS (details of adult responsible for applying for the school place for the child)	
Title (Mr/Mrs/Ms/Miss)	
First Name	
Last Name	
Address (if different in Section 1. See notes and provide your current address if you are in the process of moving)	**Postcode**
Telephone No. (daytime)	

I would like to receive my offer of a school place via email: Yes ☐ No ☐

Email address	
Relationship to pupil	Mother ☐ Father ☐ Step Parent ☐ Foster Parent ☐ Social Worker ☐ Other Relative ☐ Other Family Member ☐ Other ☐

Do you have parental responsibility for this child? Yes ☐ No ☐

If you do not have legal parental responsibility for the child, you must provide an accompanying letter from a person with legal parental responsibility granting you the authority to make the application on their behalf.

UK Service Personnel. Are you a UK service personnel (or crown service) family returning from overseas with a confirmed posting to the area. An official letter declaring the relocation date, unit postal address or quartering area address should be provided. **YES / NO**

SECTION 5 – DECLARATION - PLEASE SIGN AND DATE THIS FORM BELOW

You should note that the offer of a school place can be withdrawn by the LA even after your child has started school if, at a later date, it is established that the place was offered on a basis of false or misleading information. If you knowingly give false information in order to obtain a school place you could be prosecuted for the offence of fraud by false representation under the Fraud Act 2006 or any other appropriate act.

If false information is provided your application will be void and you will be required to submit a further application. If this is received after the published closing date it will then be regarded as a late application. If it is found that a sibling currently at the school was also offered a place on the basis of false information, then for any further applications received, the authority will discount the sibling's connection.

In fairness to all parents the Council reserves the right to require documentary evidence of the genuineness of the family address and, if this is not produced, the Council reserves the right to make its own enquiries with, for example, the Council Tax Offices and other authorities.

General Data Protection Regulation 2018

The information that you give on this form will be used for the purpose of processing your application for a school place & school transport where appropriate for your child. The information may be shared with schools, the Department of Education, and where relevant and pertinent to your application, diocesan bodies, appeal panels and other Council Departments for the purposes of verifying the accuracy of the application and if you are also applying for a school outside of Bath & North East Somerset, with LAs and schools in their area.

Signature		Date	

Please return the form by 31st October 2021 either by email to admissions_transport@bathnes.gov.uk or to our postal address of: The Admissions & Transport Team, Bath & North East Somerset Council, Lewis House, Manvers Street, Bath, BA1 1JG.

If you require confirmation of your application being received and have sent your application by post, please include a stamped addressed envelope with this form. This document can be made available in a range of languages, large print, Braille, on tape, electronic and accessible formats. Please contact The Admissions & Transport Unit on 01225 394312 for further information