

# Applying for a Year 7 place at a secondary school in September 2018 - Late

LATE

7

Hampshire residents requiring a Year 7 place must apply to Hampshire County Council using this form.

You can name any publicly funded secondary school in England on this form.

**DO NOT use this form to apply for an independent (private) school or a special educational needs (SEN) school.** Children with a statement of SEN or education, health and care plan will have their school placement determined by the SEN team. For further information, please call the SEN team on 0300 555 1384. Parents wishing to apply to an independent school should contact the school directly.

## Gathering information

Information about the application process and details for all schools in Hampshire is available online at [www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions). To request paper copies of this information please call **0300 555 1377**. You are encouraged to visit your preferred schools. You may also like to ask them for a copy of their prospectus.

## Completing your application

- Identify your three preferred schools and list them in order of preference.
- Naming the same school more than once will not strengthen your application.
- Only three preferences will be considered for your child at any one time.

## Supplementary Information Forms

If you are applying for a voluntary aided (VA), foundation or trust school or an academy, you may need to complete a supplementary information form (SIF) **in addition to** this Hampshire application form. These types of schools may use a SIF to collect additional information about your child to determine which of their admission criteria you satisfy. Please check with the school to see if a SIF is required. **Completed SIFs must be returned to the school.**

**Please submit your completed form as soon as possible** to a Hampshire school during school hours, or send it to the County Admissions Team at the address on the form. (The deadline for applications was Tuesday 31 October 2017 – please refer to the frequently asked questions over the page to find out when your application will be processed).

**WARNING: If you have already been offered a school place in response to an earlier application, any new offer made will result in the automatic withdrawal of your previous offer.**

*Please turn over for 'Frequently Asked Questions'*

## Frequently Asked Questions

### What address should I use for my child?

You must give your child's permanent address at the time of application. The child's permanent address is where they live, normally including weekends and during school holidays as well as during the week. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time. You may be asked to provide evidence of your address.

### Moving house?

**If you move house before your application has been considered** you must contact the County Admissions Team in writing with evidence of your new address. Exchange of contracts or a signed tenancy agreement (usually of 12 months duration) will be accepted as proof of address, but you may subsequently be asked to demonstrate that the child is resident at the new address. Any place offered may be withdrawn if this evidence cannot be provided.

**If you are applying from overseas**, you may use a Hampshire address if you have one subject to same address evidence requirements as above (i.e. exchange of contracts or signed 12 month tenancy agreement). You may subsequently be asked to demonstrate that the child is resident at the new address. Any place offered may be withdrawn if this evidence cannot be provided. If you do not have a Hampshire address, you must use your current address. You must also provide a copy of the parent's and child's passports (and visas, if applicable) before we can offer a school place.

### What will happen to my application?

Applications submitted after 31 October 2017, are considered after all on-time applications have been fully processed. Your application to each school named on this form will be considered using the school's admissions policy. Where more than one of your preferred schools can offer a place, the highest preference school where your application was successful will be allocated. If none of your preferred schools can offer a place, your child will be allocated a place in the catchment school, if places remain, or the nearest available secondary school.

### When will I be told the outcome of my application?

If you submit your application before 1 March 2018, your application will be considered on 15 March 2018. Applications received on or after 1 March 2018 will be considered from 16 March 2018. The County Admissions Team will send you a decision letter by second class post. Please allow 2-3 days for your letter to arrive.

*If you have any questions about your application, please contact the Admissions Team on 0300 555 1377. **Please note that we can only discuss the application with the person named on this form.***

# LATE Application form for admission to Year 7 in September 2018

This form is for Hampshire County Council residents only. If you pay your Council Tax to Southampton City Council or Portsmouth City Council you must apply using their application form.

- Please read the attached notes before completing this form.
- The pupil's parent/guardian should fill in the form in **BLOCK CAPITALS**, using black or blue ink.
- Please return this form to either a Hampshire County Council school or directly to: The County Admissions Team, Children's Services Department, Elizabeth II Court North, Winchester, SO23 8UG.



## Child's details

Child's surname: \_\_\_\_\_ Forenames: \_\_\_\_\_

Male  Female  (please tick) Date of birth: \_\_\_\_\_

Child's permanent address on application date: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Child's current school: \_\_\_\_\_

## Parent/guardian details

Full name of adult completing form: \_\_\_\_\_ Mr/Mrs/Ms/Miss

Adult's permanent address: (please complete if different to child's address)

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone numbers: home \_\_\_\_\_ mobile/other (daytime): \_\_\_\_\_

Email: \_\_\_\_\_

What is your relationship to the child named in the application? (Please tick relevant box).

Parent  Legal guardian  Step parent  Social worker

Other relative / family friend / carer  (please state) \_\_\_\_\_

Do you have parental responsibility for this child? YES/NO

Is either parent a member of the UK Armed forces? YES/NO

Are you making an application for more than one child? YES/NO

Note: you must complete a separate application form for each child.

I confirm that I have completed both sides of this form

## Declaration

I certify that the information I have given is correct to the best of my knowledge and that it is the only application I have made on behalf of this child.

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

Signature of parent/guardian: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Hampshire County Council (HCC) is the data controller for the purposes of the Data Protection Act. The information you provide will be used to process your application for a school place and to assist HCC in delivery of our statutory duties, statistical forecasting and planning, as well as being able to monitor and report on progress. It may be shared with the relevant schools, other officers in the Children's Services Department, other Local Authorities (LAs) with whom the child may become associated and the Department for Education (DfE). The information will be stored and used in accordance with the Data Protection Act (1998) and kept in line with HCC's retention policy. We will not give information about you or your child(ren) to anyone outside HCC without your consent unless required to by law, or as stated above. Anonymised application information will be used for statistical purposes. If you require more information about how HCC uses your information, then please go to the following website:

[www.hants.gov.uk/educationandlearning/dataprotection](http://www.hants.gov.uk/educationandlearning/dataprotection)

## For School Use Only

Received by HCC  
\_\_\_\_\_ school  
(please date stamp and include name of school)

Sibling criterion checked

Child of staff checked

Form completed

## For Admissions Team use only

Received by Admissions Team

One  Hantsfile

Please state your preferred secondary schools and tick all boxes relevant to your application.  
Please refer to the notes below the table.

	First preference school	Second preference school	Third preference school
<b>School name</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Child in care or previously in care</b> (see note a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Medical or social reasons</b> (see note b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Child of staff</b> (see note c) <b>Name of parent employed by the school:</b>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>
<b>Catchment school</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Brother or sister on the roll of the school</b> (see note d)	Full name of brother/sister: <input type="text"/> Date of birth: <input type="text"/> Current year group: <input type="text"/>	Full name of brother/sister: <input type="text"/> Date of birth: <input type="text"/> Current year group: <input type="text"/>	Full name of brother/sister: <input type="text"/> Date of birth: <input type="text"/> Current year group: <input type="text"/>
<b>Child attends a linked junior/primary school</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Faith criterion</b> (see note e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Notes:**

- (a) Child in the care of a local authority in accordance with section 22 of The Children Act 1989, or a child who was previously looked after but immediately after being looked after became subject to an Adoption, Child Arrangements, or Special Guardianship Order. An Adoption Order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'Special Guardianship Order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). **Parents of a previously looked-after child must attach relevant evidence to the application.**
- (b) Some schools give priority to children who have an exceptional medical or social need which makes it essential that they attend the preferred school, rather than any other. You should refer to the school's admission policy to find out if they have a medical or social criterion and what supporting evidence is required. Please note that Hampshire community and voluntary controlled schools do not have such a criterion for late applicants.
- (c) 'Staff' includes all those on the payroll of the school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent. Claims will be checked directly with the school.
- (d) Brother or sister includes children living as siblings in the same family unit (half/step/adoptive/foster) or full/half/adopted brother or sister living at separate addresses. It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.
- (e) If you would like your application considered under the faith criterion, you must complete the school's supplementary information form (SIF), obtainable from the school. **If you do not complete the SIF and return it to the school, your application cannot be considered under this criterion.**

**Other reasons - you may leave this section blank**

You may use the space below to add any other reasons for applying to any of the schools you have named but please remember that **places are allocated strictly in accordance with the admission policy.**