

Applying for a Year 7 place at a secondary school in September 2019

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Hampshire residents requiring a Year 7 place in September 2019 must apply to Hampshire County Council using this form OR apply online at www.hants.gov.uk/admissions.

Please do not do both.

You can name any publicly funded secondary school or academy 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 an 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.

Supplementary Information Forms

Some schools may need you to complete a supplementary information form (SIF) **in addition to** the Hampshire application form. The SIF collects additional information needed by the school 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 by the application deadline, below.**

DEADLINE: Your application must be submitted by midnight on Wednesday 31 October 2018.

You can submit your completed form to any Hampshire school during school hours.

Applications submitted after 31 October 2018 will be considered after all on-time applications have been fully processed. You are less likely to be offered a place at one of your preferred schools if you submit your application after the deadline.

Gathering information

Further information about the application process and all schools in Hampshire is available online at www.hants.gov.uk/admissions. To request a paper copy 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

Before you complete the form, please consider your preferences carefully as you cannot change them after the closing date unless there has been a significant change in your circumstances, for example a house move.

- Identify your three preferred schools and list them in order of preference.
- It is wise to name your catchment school as one of your preferences.
- Do NOT name the same school twice as this will not strengthen your application.
- If you submit two or more applications before 31 October 2018, only the later application will be processed.

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 on the application deadline. The permanent address is the child's normal place of residence. A business address, workplace address, relative's address or childminder's address will not be accepted. Where parents are separated and the child lives at more than one address, you must use the address of the parent with whom the child spends most of their time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit will be considered as the child's main residence. You may be asked to provide evidence of your address.

Moving house?

If you move house before 31 October 2018 you must submit a new application.

If you move house after 31 October 2018 you must send evidence of your new address to the Admissions Team. Exchange of contracts or a signed tenancy agreement, usually of 12 months or more (the period of the tenancy must extend beyond the date of the child's admission), along with evidence that you have relinquished your previous property, for example proof of sale or that the rental agreement ended, will be accepted as proof of address. You may subsequently be asked to evidence that the child is resident at the new address. Any place offered may be withdrawn if this evidence cannot be provided.

- For address evidence received by 4 January 2019, the new address will be considered for the application unless you request to keep the address originally provided. You can also change the schools named on the application if they are no longer appropriate.
- For address evidence received after 4 January 2019, the new address cannot be considered for the application and will be used to communicate the outcome of the application only.

If you are applying from overseas, you may use a Hampshire address if you have one subject to same address evidence requirements as above. 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?

All on-time applications will be considered at the same time. Your application to each school named on this form will be considered using that school's admission 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 nearest available secondary school.

When will I be told the outcome of my application?

On 1 March 2019, the County Admissions Team will send you a decision letter by 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.

Common Application Form for admission to Year 7 in September 2019

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 and privacy notice before completing this form.
- The pupil's parent/guardian should fill in the form in **BLOCK CAPITALS**, using black or blue ink.
- This form must be submitted by 31 October 2018 to either a Hampshire County Council School or:
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 31 October 2018: _____

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. By signing below I also confirm that I have been provided with, read and understood the supporting privacy notice setting out how this information will now be processed, including the lawful basis, any rights I have in regards this information and who to contact if I have any concerns regarding how my information is being handled.

Signature of parent/guardian: _____ Print name: _____ Date: _____

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
School name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child in care or previously in care (see note a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical or social need (see note b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child of staff (see note c) Name of parent employed by the school:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Catchment school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brother or sister on the roll of the school (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"/>
Child attends a linked junior/primary school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faith criterion (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(s). **Parents of a previously looked-after child must attach relevant evidence to the application.**
- (b) If you would like your application considered under the medical or social need criterion, you must attach supporting evidence from a professional, such as a doctor and/or consultant for medical need or a social worker, health visitor, housing officer, the police or probation officer for social need. The supporting evidence must confirm the child or family's medical and/or social need and set out why that need makes it essential that your child attends the named school rather than any other. **If you do not provide evidence by the application deadline, your application cannot be considered under this criterion.**
- (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 a separate address. 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 or online. **If you do not complete the SIF and return it to the school by the application deadline, your application cannot be considered under this criterion in the normal admissions round.**

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 only allocated in accordance with the admission policy.**