

Common Application Form for Secondary School in September 2012

Please refer to the "Notes for Guidance" on the back of this form before completing your application.

If you have applied on-line do not submit this application form.

Child's first name: **Child's surname:**
Date of birth: **Male / Female** (*Please circle appropriate answer*)
Current School:

Does your child have a statement of special educational needs **YES / NO**

If YES, please complete the form sent to you by the Special Educational Needs Review Team but return **this form** in the envelope provided with only this page completed

Is your child in Public Care **YES / NO**

Name of responsible Local Authority:

Name of Parent(s)/Carer(s) (Please print):

Mr/Mrs/Miss/Ms.:

Relationship to child:

Child's Address:

.....

Postcode: **Tel. No:**

Parent's Address (if different to child's):

.....

Postcode: **Tel. No:**

I state that the information provided on this form is correct. I understand that if false information is provided any offers of school places will be withdrawn. I confirm that I will notify the Local Authority if my child's home address changes.

Parent/Carer Signature: **Date:**

The information collected on this application form will be subject to the Data Protection Act 1998. We will hold it for use on processing your child's admission. It may also be shared with the Travel and Transport Section. Data will also be passed to schools to enable them to manage the admission of this year group. All information given will be held in the strictest confidence. Data will be held for up to 5 years after the pupil has left school to conform with audit requirements.

First Preference

Please write the name of your **first preference** school in this box:

.....

Does your child have a brother or sister attending this school?

YES / NO

If yes please write their **name** and **date of birth** in this box:

Name: **Date of Birth:**

Further Reasons in Support of your Preference

You may circle any of the following reasons and/or attach further comments in support of this preference. However, if the school is oversubscribed, places will be allocated according to the oversubscription rules for the school (see "Parents' Guide to Secondary Schools" www.norfolk.gov/admissions)

Catchment school

Feeder school

Distance from home

Travelling time

Co-educational school

Single sex school

Medical reason

Social reason

Other reason

Are you applying for a place on the basis of your faith? **YES / NO**

Please state your faith:

Are you seeking a specialist place? **YES / NO**

Please state the specialism:

Second Preference

Please write the name of your **second preference** school in this box:

.....

Does your child have a brother or sister attending this school?

YES / NO

If yes please write their **name** and **date of birth** in this box:

Name: **Date of Birth:**

Further Reasons in Support of your Preference

You may circle any of the following reasons and/or attach further comments in support of this preference. However, if the school is oversubscribed, places will be allocated according to the oversubscription rules for the school (see "Parents' Guide to Secondary Schools" www.norfolk.gov/admissions)

Catchment school

Feeder school

Distance from home

Travelling time

Co-educational school

Single sex school

Medical reason

Social reason

Other reason

Are you applying for a place on the basis of your faith? **YES / NO**

Please state your faith:

Are you seeking a specialist place? **YES / NO**

Please state the specialism:

Third Preference

Please write the name of your **third preference** school in this box:

Does your child have a brother or sister attending this school?

YES / NO

If yes please write their **name** and **date of birth** in this box:

Name: **Date of Birth:**

Further Reasons in Support of your Preference

You may circle any of the following reasons and/or attach further comments in support of this preference. However, if the school is oversubscribed, places will be allocated according to the oversubscription rules for the school (see "Parents' Guide to Secondary Schools" www.norfolk.gov/admissions)

Catchment school

Feeder school

Distance from home

Travelling time

Co-educational school

Single sex school

Medical reason

Social reason

Other reason

Are you applying for a place on the basis of your faith? **YES / NO**

Please state your faith:

Are you seeking a specialist place?..... **YES / NO**

Please state the specialism:

Applications accepted from: 14th September 2011. Closing date: 31st October 2011.

Please return this form to:

Norfolk County Council
Admissions Section (Secondary Admissions)
FREEPOST
IH2076
County Hall
Norwich
NR1 2BR

Late applications: If your preference form arrives after the closing date it will be given a lower priority than all preferences received by the closing date. If you send your preference form in after the closing date, please attach a note explaining why your application is late.

For Office use only

Catchment school	Module Entry (Date and Initials)

Notes for guidance

Please read the notes below before you complete the form, which must be returned to Norfolk County Council, Admissions Section (Secondary Admissions), FREEPOST, IH2076, County Hall, Norwich, NR1 2BR to arrive no later than 31st October 2011.

Please complete the form overleaf and ensure that you state your preferred schools in the boxes. You should name the school you would most like your child to attend in the first preference box. **You are entitled to make three preferences but as Admission authorities cannot reserve places at any school you are advised to include your catchment school as one of your preferences, where in most cases you will have a high priority for a place. If you do not, you may find we cannot offer you a place at either your catchment or preferred school.**

We will co-ordinate admissions to ensure that if more than one of your preferences could be met you will only be offered the higher ranked preference. We will consider the first school named on the application form as your highest ranked preference.

Transport will only be offered if your child attends the catchment or nearest school and you live more than 3 miles from the school.

Specialist/Faith Schools:

Archbishop Sancroft High School, Harleston - if you are seeking a faith place you must complete this form and return it to us by the closing date. For faith places you may wish to contact the Headteacher.

Cliff Park High School, Gorleston - if you are seeking a specialist place you must complete this form and return it to us by the closing date. You must also contact the school to obtain a supplementary information form.

Lynn Grove High School, Gorleston - if you are seeking a specialist place you must complete this form and return it to us by the closing date. You must also contact the school to obtain a supplementary information form.

Notre Dame High School, Norwich - if you are seeking a faith place you must complete this form and return it to us by the closing date. You must also contact the school to obtain a supplementary information form.

Springwood High School, King's Lynn - if you are seeking a specialist place you must complete this form and return it to us by the closing date. You will be contacted directly by the Headteacher shortly after the closing date to arrange tests.

Wymondham College (Boarding) - if you are seeking a boarding place you must complete this form and return it to us by the closing date. You must also contact the school to obtain a supplementary information form.

Wymondham College (Day Place and Boarding) - if you are seeking a specialist place you must complete this form and return it to us by the closing date. You must also contact the school to obtain a supplementary information form.

You need to consider whether you are applying for a specialist or faith place at one of the above schools. If so, you will need to check on the school's own website what is required to support your application. You must ensure that any information required is made available direct to the school by the closing date (31st October 2011). You must also ensure that your child is able to undertake any auditions or tests as described in the school brochure to meet the timetable stated by the school.