

<p style="text-align: center;">COMMON APPLICATION FORM FOR TRANSFER TO HIGH SCHOOL IN SEPTEMBER 2004</p>
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Notes for guidance

Please read the notes below before you complete the form, which should be returned direct to the Admissions Section, Norfolk Education Department, County Hall, Norwich, NR1 2DL in the **pre-paid** envelope provided, to arrive **no later than 14 November 2003**.

Please complete the form overleaf and ensure that you state your preferred High 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 and we strongly advise you to include your catchment high school as one of your preferences. This will ensure that your child is considered for a place at his or her catchment high school in the event that a place cannot be offered at any other preferred school.

The authority 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. Norfolk LEA 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 school **and** you live more than 3 miles from the school.

Specialist/Faith Schools: Please note that the following schools require additional information in support of some of their over-subscription rules for specialist or faith places:

Archbishop Sancroft High School, Harleston
Cliff Park High School, Gorleston
Lynn Grove High School, Gorleston
Notre Dame High School, Norwich
Springwood High School, Kings Lynn
Wymondham College (Please apply **direct** to Wymondham College if you are seeking a **boarding place** at the school).

You need to consider whether you are seeking a place against one of these rules and check in the school brochure what the school requires to support your application. You **must** ensure that any information required is made available **direct** to the school by the closing date (14 November 2003) or 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.

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.

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Name of Child: **Date of Birth:**

Name of Parent(s):

Mr./Mrs./ Miss/ Ms.

Home Address:

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Postcode: **Tel. No.:**

Present School:

Parent Signature: **Date:**

FIRST PREFERENCE

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

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Will your child have a brother or sister attending this school in September 2004? If so please write their **name** and **date of birth** in this box:

.....

Tick this box if you are seeking a specialist or faith place at this school:

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SECOND PREFERENCE

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

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Will your child have a brother or sister attending this school in September 2004? If so please write their **name** and **date of birth** in this box:

.....

Tick this box if you are seeking a specialist or faith place at this school:

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THIRD PREFERENCE

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

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Will your child have a brother or sister attending this school in September 2004? If so please write their **name** and **date of birth** in this box:

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Tick this box if you are seeking a specialist or faith place at this school:

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Applications accepted from: **29 September 2003**. Closing date: **14 November 2003**.