

**Transfer to secondary school**

**Year 7 admissions 2020-21**

**You can apply online up to 11.59pm on 31 October 2019 by visiting**

**www.n-somerset.gov.uk/admissions/reception-junior-and-secondary-transfer.**

Alternatively, please complete this form in BLOCK CAPITALS.

**We would recommend that you complete this form in conjunction with the ‘Parents’ Guide to Transferring to Secondary ’** which is available on our website. The school’s full Admission Arrangements policies and the Parent Guide are also available at the website above.

You can apply for any school regardless of whether the school is located inside or outside North Somerset. If you have any queries, please contact the School Admissions Team on 01275 884078/884014.

If you live outside North Somerset please contact your home Council for the correct application form. **You must apply through your home Council**.

**1. Child’s details**

|  |  |
| --- | --- |
| First name (s) |       |
| Middle name (s) |       |
| Last name |       |
| Date of birth |       | Male | [ ]  | Female | [ ]  |
| Current school |       |
| Home address |       |
|  |       |
|  |       | Postcode |       |
| Council tax reference |       |
| **If you are unable to provide a council tax reference, please provide an alternative proof of address.****It is important that this information is accurate, because if any of your preferred schools are oversubscribed, the distance between your child’s home address and the school could be used when considering your application.****If you are moving house and are able to submit independent confirmation of your new address by 11.59pm on 31 October 2019, then this address can be considered in the first round of allocations. Please see the Parents’ Guide to Transferring to Secondary School for more information.** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Does your child have an Education Health Care Plan (EHCP)? | Yes | [ ]  | No | [ ]  |
| Is the child in the care of a local authority (looked after child)?**If yes, then this application MUST be completed and submitted by the child’s social worker.** | Yes | [ ]  | No | [ ]  |
| Was your child previously in Care, but then immediately either adopted, became subject to a Child Arrangements Order\* or a Special Guardianship Order? **If ‘Yes’ provide full details on a separate sheet.** **\*NB A Residence Order is deemed to be a Child Arrangements Order** | Yes | [ ]  | No | [ ]  |
| Is your child a twin or triplet, etc. (one of a multiple birth)? | Yes | [ ]  | No | [ ]  |
| Is your child a member of a Service or Crown Servant family, who are returning/moving to a new address to take up duties? **If Yes provide proof of Posting** | Yes | [ ]  | No | [ ]  |

**2. Applicant details**

Details of the adult responsible for applying for the school place for the child

|  |  |
| --- | --- |
| Title |       |
| First name (s) |       |
| Middle name (s) |       |
| Last name |       |
| Home phone |       | Work phone |       |
| Mobile phone |       | Email address |       |
| Home address | please tick if same as child | [ ]  |
|  |       |
|  |       |
|  |       | Postcode |       |

What is your relationship to the child? Are you his/her:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Mother | [ ]  | Father | [ ]  | Step-Parent | [ ]  | Other | [ ]  |
| If other please give details: |       |
|  |
| Do you have parental responsibility for the child?      | Yes | [ ]  | No | [ ]  |
| **If you do not have parental responsibility for the child (please refer to the Parents’ Guide to Transferring to Secondary School) you must provide an accompanying letter from a person with parental responsibility granting you the authority to make the application on their behalf.** |

**3. Preference (s)**

Please enter the names, in **order of priority**, of any schools within or outside North Somerset that you would like to apply for.

|  |  |
| --- | --- |
| **1st Preference** |       |
| **2nd Preference** |       |
| **3rd Preference** |       |

In order to support your application for a place at the school(s) you can select any reasons below. You may tick as many reasons as you like.

Whilst you may give reasons for your preference(s), the relevant oversubscription criteria will be used to determine who should be offered places if a school receives more applications than there are places available. You can find details of the oversubscription criteria for North Somerset schools in the Parents’ Guide to Transferring to Secondary School.

|  |  |  |  |
| --- | --- | --- | --- |
| **Reasons** | **1st Preference** | **2nd Preference** | **3rd Preference** |
| My child has a sibling (brother or sister) who will be attending the school when my child starts | [ ]  | [ ]  | [ ]  |
| I believe my child lives in the school’s catchment | [ ]  | [ ]  | [ ]  |
| I am selecting this school because of the distance from my child’s home to this school | [ ]  | [ ]  | [ ]  |
| I believe my child attends a feeder school to this school | [ ]  | [ ]  | [ ]  |
| I am selecting this school for social reasons | [ ]  | [ ]  | [ ]  |
| I am selecting this school for medical reasons | [ ]  | [ ]  | [ ]  |
| I am selecting this school because of our religion | [ ]  | [ ]  | [ ]  |
| I am selecting this school because it is easy to make arrangements for my child to travel to this school | [ ]  | [ ]  | [ ]  |
| I am selecting this school because it is a single sex school | [ ]  | [ ]  | [ ]  |
| I am selecting this school because my child has an aptitude for the school’s specialism(s) | [ ]  | [ ]  | [ ]  |
| I believe my child can pass this school’s entrance test | [ ]  | [ ]  | [ ]  |
| I am selecting this school because a parent is a member of staff | [ ]  | [ ]  | [ ]  |

Additional reasons (please specify for which preference):

|  |
| --- |
|       |

*(Continue on separate sheet if necessary)*

**4. Sibling details**

Please give details if you have an **appropriate** sibling (brother or sister) link for any of your
preferences. For any North Somerset schools, you should read the Parents Guide to Transferring to Secondary School, to see if you have an appropriate sibling link.

|  |  |
| --- | --- |
| First name (s) |       |
| Last name |       |
| Date of birth |       | Male | [ ]  | Female | [ ]  |
| Current school |       |
| Home address | please tick if same as child | [ ]  |
|  |       |
|  |       |
|  |       | Postcode |       |

Please supply details of any other appropriate siblings on a separate sheet.

**5. Declaration**

North Somerset Council is registered with the Information Commissioner’s Office for the purposes of processing personal data. The School Admissions service is administrated on behalf of North Somerset Council by our partner Agilisys, who can be contacted on 01275 88 4014 / 4078.

The information you provide will be held and used in accordance with the requirements of UK and European data protection law. The information will form part of your School Admissions account, which will be held until l the child leaves that educational stage (eg until they leave primary school, until they leave secondary etc).

Unless otherwise agreed with you, we will only collect the minimum personal data required to deliver the service, which includes child’s name date of birth and home address, applicant name address and contact information. It does not include any special category personal information, or information relating to criminal convictions or offences.

The information will be used for the administration of School Admissions; our statutory duty under the School Admissions Code December 2014 (GDPR Article 6(1)(c)).

We will not use your personal information in a way that may cause you unwarranted nuisance. Failure to provide the information could result in the school application not being processed.

The information provided may be shared with schools, other council departments, other councils, North Somerset Community Partnership and Early Years setting (e.g. pre-schools), who have demonstrated that they have a lawful and legitimate interest in the information. The information will be used for the purposes of processing applications to schools, determining home to school transport entitlements throughout the time the pupil is at the registered setting, verifying the accuracy of the application, processing applications to schools in other councils, delivering School Nursing services, to confirm if an application has been submitted and so that the setting and school can communicate to ensure a smooth transition for your child and to fulfil our statutory duties under the School Admissions Code December 2014. At no point is your data shared or processed outside of the UK.

We may lawfully disclose information to public sector agencies to prevent or detect fraud or other crime, or to support the national fraud initiatives and protect public funds under the Local Audit and Accountability Act 2014. Under the conditions of the Digital Economy Act 2017, we may also share personal data provided to us with other public authorities as defined in the Act, for the purposes of fraud or crime detection or prevention, to recover monies owed to us, to improve public service delivery, or for statistical research. We do not share the information with other organisations for commercial purposes.

You have the right to see the personal data we process about you, as well as the right of objection, rectification, restriction and erasure in some circumstances. For details of how to make such a request, please click [here](http://www.n-somerset.gov.uk/my-council/data-protection-foi/data-protection/sar/).

If you have any questions or concerns about the way we process your personal data, our Data Protection Officer can be contacted at DPO@n-somerset.gov.uk.

I understand that by signing the declaration below I will be confirming that all details given are to the best of my knowledge, correct. I accept that admission authorities reserve the right to withdraw the offer of a school place that has been obtained by providing fraudulent or intentionally misleading information.

I confirm that if any of my preferences are for an own admission authority school, I have read the school’s own admissions policy. I have checked to see if a certificate, a letter from a Church/religious leader and/or supplementary form is required to support my application (to be submitted by the closing time and date for the first round of allocations) and have checked the address where it should be received.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |       | Date |       |

**In order to be considered in the first round of allocations, please submit this form by 11.59pm on 31 October 2019 to** **admissions@n-somerset.gov.uk or post to:**School Admissions Team

North Somerset Council

Town Hall

Walliscote Grove Road

Weston-super-Mare

BS23 1UJ