



Secondary In Year Common Application form (CAF) 2020 - 2021 Part one

This form should be used for applying for Secondary schools in North East Lincolnshire

Section A: Pupils details

First name	
Surname	
Gender	
Date of birth	
Year group	Y7 <input type="checkbox"/> Y8 <input type="checkbox"/> Y9 <input type="checkbox"/> Y10 <input type="checkbox"/> Y11 <input type="checkbox"/>
Home address and postcode	
Is the child Looking After (in public care)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was the child previously Looked After (previously in public care)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the child have an Education Health and Care Plan (EHCP)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section B: Parent / Carers details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
First name	
Surname	
Relation to the child	Parent <input type="checkbox"/> Carer <input type="checkbox"/> Social worker <input type="checkbox"/>
Contact number	
Email address	
Is there anyone who should not have access to, or information about the child?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please specify who and what reason.	

Section C: Current school details

Current school	
Address	
Contact number	
Last date attended (if left)	

Section D: Reasons for admission / transfer

If you have moved to a new house, please give the old and new address and date of moving. Please note we may request some evidence of the move.

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Section E: Other information

If you are requesting a transfer due to a change of address or for any other reason, have you informed your child's current school?

Yes No

If you do not wish to discuss the transfer with your child's current school, please advise the reason for this and sign.

Please note this information is for the school admissions team only and will not be disclosed to your child's current school.

Parent / carer signature:

Are there any other agencies / services involved with the child/family?

Yes No

If yes, please give details below:

Does your child have any additional learning / medical needs?

Yes No

If yes, please give details below:

Section F: Requested school details

- Although you are being asked to give reasons for each preference, the Admission Authority can only apply the reasons if they are part of the published admission criteria.
- If you are requesting a Faith School as a preference you may be asked to complete a supplementary form.

First school preference:

Reasons

For example: catchment, sibling attends (include name of sibling and their DOB), distance and religion or faith.

Second school preference:

Reasons

For example: catchment, sibling attends (include name of sibling and their DOB), distance and religion or faith.

Third school preference:

Reasons

For example: catchment, sibling attends (include name of sibling and their DOB), distance and religion or faith.

If all the relevant sections have not been completed or if information is incomplete, the form will be returned to you and this could delay your application. Therefore, please ensure you complete the form in as much detail as possible.

Section G: Declaration

I confirm that by signing this document, where more than one person shares parental responsibility for the child, I have consulted and agreed with that person on this application prior to submission.

In addition, I am aware that where parents/carers share equally parental responsibility for the child then only one address can be considered and this is the one nominated on this CAF (this will be verified by the local authority on behalf of all admission authorities. Note: Documentary evidence may be requested). I declare that the information provided is correct.

Information Sharing and Consent

I understand that the information I have provided to North East Lincolnshire Council regarding my child and family will be recorded and used for the purpose of providing services, support, advice and guidance to my child and family. I agree to my family's personal information being processed and shared by North East Lincolnshire Council with appropriate partners and organisations to enable them to provide us with services, support, information, advice and guidance in order to achieve a positive outcome for me and my family. North East Lincolnshire Council is the Data Controller for the processing of my personal information and that will process all personal information in accordance with the Data Protection Act and GDPR.

Name:

Signature:

Date:

Once you have signed Section E you should give this form to your child's current school. They will complete part two of this form and return it back to you.

You should send the whole form to:

School Admissions Team, Access and Inclusion Service,

Civic Offices, Knoll Street, Cleethorpes, North East Lincolnshire, DN35 8LN

(schooladmissions@nelincs.gov.uk)

Secondary In Year Common Application form (CAF) Part two

This part should be completed by the child's current school and information will only be forwarded to the requested school once an admission has been agreed.

Current school details

Name of current school	
Contact name (for the school admissions team)	

Note: On Completion by the current school this form is to be returned to the Parent/Carer for them to forward to the School Admissions Team.

Has the transfer request been discussed with the school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Name and designation of person with whom discussed:

Is the transfer due to a significant change of address?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is the pupil's current attendance?	%
Has the pupil received any fixed term exclusions?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Details of behaviour:

Is there any advice or information that you feel would assist the requested school? For example, any other involved agencies or any additional support required:

Provide details on options or examination courses, and attach the pupil's educational profile / academic levels: