

**TRANSFER OF PUPILS TO SECONDARY
SCHOOLS - SEPTEMBER 2019**

COMMON APPLICATION FORM (CAF)

CLOSING DATE: 31 OCTOBER 2018

Applications submitted after the closing date without good reason, will be accepted but **not** considered until after the first allocation of places. The only exceptions to this will be as quoted in 'Your New School – A Guide for Parents' booklet, which can be viewed at the above website

Only residents of North East Lincolnshire should use this form. It is essential that you complete a CAF for any school you are applying for (**Note:** Taking the entrance exam for a school does not mean you have applied for a place).

Please return this CAF to the address above. Please note it is the parent/carers responsibility to ensure this CAF is received by the School Admissions Team before the closing date.

Section A : Your Child's Details			
Name of Child			
Child's Date of Birth	/ /	Gender	Male / Female
Child's Address			
		Post Code	
School/Academy currently attending			

Note if the above address is different to the one the Local Authority holds on its database, you will be asked for evidence of the address. Your application will only be considered under this address once the evidence has been verified and accepted.

For Office use Only	Date Evidence Requested	SAT Officer Initials	Date Evidence Verified	Admissions Team Manager

Section B : Applicant's details			
Title	Mr / Mrs / Miss / Ms	* Please Delete as appropriate	
First Name(s)		Surname	
Relationship to child	Father / Mother / Carer	Other – please specify	
Mobile Number		Landline Number	
Work Number		Email	

Section C: Other people with Parental Responsibility			
Please provide details of anybody else with parental responsibility who does not live at the above address			
Title	Mr / Mrs / Miss / Ms	* Please Delete as appropriate	
First Name(s)		Surname	
Relationship to child	Father / Mother / Carer	Other – please specify	
Address			Post Code
Mobile Number		Landline Number	
Work Number		Email	

Section D :	
<p>Please tick this box only if the child is 'looked after' / 'previously looked after' by the local authority</p> <p>A 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.</p>	<input type="checkbox"/>
<p>Please tick this box only if the child has a Statement of Special Educational Needs/Education, Health and Care Plan</p> <p>These children will have undergone a statutory assessment of their special educational needs. Where a school / academy is named in part 4 of the statement / recorded in the plan, the school / academy must admit the child.</p>	<input type="checkbox"/>

Please complete your preferences over the page...

Section E – Preferences (please list up to three schools in rank order)

Please note: Although you are able to give reasons for your preferences, by ticking the boxes, the respective admissions authorities can only consider these reasons if they are part of the published admissions criteria.

First Preference: (Print school here)		
1. Catchment		If you have ticked the sibling box enter, in the box below, name and date of birth details of brothers/sisters who will attend this school in September 2019
2. Older Sibling (Complete box opposite)		
3. Grimsby Town School of Excellence		
4. Feeder School		
5. Children of Staff (Complete box opposite)		If you have ticked the children of staff box enter, in the box below the name of the member of staff; position they hold; and when they started
6. Religion or Faith		
7. Distance / Ease of Travel		
8. Grammar School		

Second Preference: (Print school here)		
1. Catchment		If you have ticked the sibling box enter, in the box below, name and date of birth details of brothers/sisters who will attend this school in September 2019
2. Older Sibling (Complete box opposite)		
3. Grimsby Town School of Excellence		
4. Feeder School		
5. Children of Staff (Complete box opposite)		If you have ticked the children of staff box enter, in the box below the name of the member of staff; position they hold; and when they started
6. Religion or Faith		
7. Distance / Ease of Travel		
8. Grammar School		

Third Preference: (Print school here)		
1. Catchment		If you have ticked the sibling box enter, in the box below, name and date of birth details of brothers/sisters who will attend this school in September 2019
2. Older Sibling (Complete box opposite)		
3. Grimsby Town School of Excellence		
4. Feeder School		
5. Children of Staff (Complete box opposite)		If you have ticked the children of staff box enter, in the box below the name of the member of staff; position they hold; and when they started
6. Religion or Faith		
7. Distance / Ease of Travel		
8. Grammar School		

Section F – Declaration

If all of 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. **NOTE:** Where more than one person shares parental responsibility for a child, those persons should consult and agree. Only **ONE** form will be accepted for each child. I agree that the information provided is correct. I agree that this form may be passed to schools/academies, other council departments, other relevant agencies and the independent admissions appeals panel.

Please sign here after reading the above. Any unsigned forms will be returned to parents/carers/social workers

Signature (Applicant) _____ Date _____

I am the Parent*/Carer*/Social Worker* * Please Delete as appropriate