

TRANSFER OF PUPILS TO SECONDARY SCHOOLS - SEPTEMBER 2020 COMMON APPLICATION FORM (CAF)

School Admissions Team, Access & Inclusion Service, Civic Offices, Knoll Street,
Cleethorpes, North East Lincolnshire, DN35 8LN



Telephone: (01472) 326291 (option 4); Email: schooladmissions@nelincs.gov.uk

Website: www.nelincs.gov.uk

**SECOND ALLOCATION
CLOSING DATE: 30 MARCH 2020**

Applications submitted after 31 October 2019, 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. It is the parents/carers responsibility to ensure this form reaches the School Admissions Team by the closing date.

<u>PARENT / CARER DETAILS</u>	
Title	Mr / Mrs / Miss / Ms * Please delete as appropriate
Name of parent/carer	
Are you the child's (*delete as appropriate)	Mother*, Father*, Carer*, Other* (Please specify below)
Address (Including post code)	
Mobile number	
Landline number	
Work number	
Email address	
Please provide details of anybody else with parental responsibility who does not live at the above address – name, relationship to child, address and contact telephone number.	

<u>PUPIL'S DETAILS</u>	
Name	
Date of birth	
Current school attends	
Please tick this box <u>only</u> if the child is 'looked after' / 'previously looked after' by the local authority <input type="checkbox"/>	
<small>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.</small>	
Please tick this box <u>only</u> if the child has an Education, Health and Care Plan <input type="checkbox"/>	
<small>These children will have undergone a statutory assessment of their special educational needs. Where a school / academy are recorded in the plan, the school / academy must admit the child.</small>	

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. In signing this form you agree 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.

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

Please complete your preferences over the page...

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.

- Place your preferences as you would like them to be considered. You are given the option to apply for up to 3 preferences but if you wish to apply for only one or two that is your choice. However if you do not receive any of your preferences, you will be allocated the next nearest school with places which may not be the catchment school (If not one of your preferences) mentioned in your letter, as this may be full.
- We recommend you read the individual school admission policies before applying, especially with regard the criteria for sibling connections, feeder schools, children of staff and the Grimsby Town pupil development program.
- Applying for the same school more than once will not enhance your chances of being allocated a place at the school.
- You are not guaranteed a place in a school because you put it down as your first preference. You cannot be considered for a school place if you have not applied for it.
- If you have any questions or concerns regarding your preferences please contact the School Admissions Team before the closing date as they will be able to give you impartial advice and guidance on the process.

First Preference: (Print school here)		<input type="text"/>	
Tick any relevant boxes below that apply to this preference			
1. Catchment	<input type="checkbox"/>	2. Feeder school	<input type="checkbox"/>
3. Distance / ease of travel	<input type="checkbox"/>	4. Grammar School	<input type="checkbox"/>
5. Older sibling (Give details (name and date of birth) of sibling below)			<input type="checkbox"/>
6. Child of staff (Give your name, relationship to the child, job title and start date of your employment below)			<input type="checkbox"/>
7. Grimsby Town Pupil Development Program (Give the date the child commenced on this program)			<input type="checkbox"/>

Second Preference: (Print school here)		<input type="text"/>	
Tick any relevant boxes below that apply to this preference			
1. Catchment	<input type="checkbox"/>	2. Feeder school	<input type="checkbox"/>
3. Distance / ease of travel	<input type="checkbox"/>	4. Grammar School	<input type="checkbox"/>
5. Older sibling (Give details (name and date of birth) of sibling below)			<input type="checkbox"/>
6. Child of staff (Give your name, relationship to the child, job title and start date of your employment below)			<input type="checkbox"/>
7. Grimsby Town Pupil Development Program (Give the date the child commenced on this program)			<input type="checkbox"/>

Third Preference: (Print school here)		<input type="text"/>	
Tick any relevant boxes below that apply to this preference			
1. Catchment	<input type="checkbox"/>	2. Feeder school	<input type="checkbox"/>
3. Distance / ease of travel	<input type="checkbox"/>	4. Grammar School	<input type="checkbox"/>
5. Older sibling (Give details (name and date of birth) of sibling below)			<input type="checkbox"/>
6. Child of staff (Give your name, relationship to the child, job title and start date of your employment below)			<input type="checkbox"/>
7. Grimsby Town Pupil Development Program (Give the date the child commenced on this program)			<input type="checkbox"/>

If you feel there are any other reasons that you would like to mention please attach to this form, with the name and date of birth of the child at the top in case it becomes detached.