



Late - Secondary Application Form

Please complete this application form if:

- your child lives in Cambridgeshire (if you are unsure if your address falls within the area covered by Cambridgeshire, please contact the Admissions Team to confirm prior to submitting this form)

and:

- is due to start a Year 7 class at secondary school in September 2019, or
- is due to start a Year 9 class at an upper school in September 2019, and you are applying for a school where Year 9 is the natural year of entry;
- you have not already completed an online application.
- does not have an Education Healthcare Plan (EHCP) or finalised Statement of Special Educational Needs.

Support will be available from the Admission Team during the office hours below, either by emailing admissions@cambridgeshire.gov.uk or telephoning 0345 045 1370:

Monday to Thursday	9.00am – 5.00pm
Friday	9.00am – 4.30pm

Please note:

- **Application received between 1 November 2018 and 31 March 2019 will be posted an offer letter on 24 April 2019.**
- **Application received from 1 April 2019 will be considered after 24 April 2019 in the date order in which they are received.**

Admission to Secondary School - September 2019

Please return to **Cambridgeshire Admissions Team, OCT1221, The Octagon, Cambridge, CB3 0AP**

1. Your child:

First name(s) (in full):

Family name:

Date of Birth: Day Month Year Boy: Girl:

Nationality:

Present School:

Address where child usually lives

Postcode

If your child lives part time at another address, please provide details here :

Address:

Postcode

How is your child's time divided between the two addresses?.....

2. Older siblings

If your child has any older siblings who will be attending secondary schools in September 2019 please complete this section.

Full name of sibling:	Gender	Date of birth:	Current School:
	Boy/Girl		
	Boy/Girl		
	Boy/Girl		

Address (if different to applicant child)

3. Looked after children

Please tick this box if;

- the child is Looked After, i.e. is in Public Care/ fostered by you; or
- has previously been Looked After and is now adopted or subject to a resident or special guardianship order. **Please provide a copy of the relevant documentation evidencing this.**

By which Local Authority is/was the child Looked After?
.....

4. Statement of Special Education Needs / Education Health & Care Plan

Please tick this box if your child has a draft Statement of Special Educational Needs or Education Healthcare Plan issued by a Local Authority. If you are unsure, please ask your child's teacher.

5. Admission applications from outside the UK

Please tick this box if you are applying from outside the UK.

Please confirm your anticipated date of arrival in the UK:

6. Your preferences for secondary schools

- Please name your three preferred schools and provide your reasons for each preference by ticking the relevant boxes below.
- You can apply for a place at any school. You do not have to apply to your catchment area school, but if you do not, you may find you are allocated a place at a school that is further away. If this happens, you will be responsible for transporting your child to and from that school.
- Naming the same school more than once will not increase your chance of gaining a place at that school. Likewise, naming more than one school will not weaken your chance of gaining a place at your first preference school.
- Please note that school places are allocated according to the oversubscription criteria for each school. Therefore, not all the reasons listed below will necessarily be taken into consideration when your application is processed.

	1 st Preference	2 nd Preference	3 rd Preference
School Name			
School Code *			
Sibling at the school			
Child attends feeder school			
Distance from home			
Religion or 'faith'			
Catchment area school			

*This is a four digit number. For Cambridgeshire schools it can be found on the school's page of the schools directory section of the Next Steps booklet. For schools outside Cambridgeshire please consult the relevant Local Authority. **Your application may not be processed without this number.**

If you wish to provide any further information please do so below

7. Your details (as adult with parental responsibility for the child)

Title: Mr/Mrs/Ms/Miss/Dr Initials:..... Family name:

Relationship to child:

Your Address (if different from above):

..... Postcode:

Home telephone number: Work / Mobile:

8. Other adult (with parental responsibility - optional)

Title: Mr/Mrs/Ms/Miss/Dr Initials:..... Family name:.....

Relationship to child:

Address (if different from above):

..... Postcode:

Home telephone number: Work / Mobile:

9. Declaration

Data Protection: We collect your details to process your application for School Admissions and may contact you about related school admission and transport issues.

In addition we can be required to share information with our partners, for example health organisations, to improve the wellbeing of children in Cambridgeshire area as required by the Children Act 2004. Information shared between partner organisations is proportionate and only given when it is necessary to help those partner organisation services with their legal obligations.

We are required to provide statistical data to the Department for Education. We also use statistical data for our own internal research, statistical analysis or statistical surveys to help manage our service provision, and also share data with academic institutions or independent researchers with a legitimate need for information for their research.

All School Admission data is stored securely and maintained in accordance with the Data Protection Act.

Cambridgeshire online systems that are publicly available for entry of personal application data are regularly independently tested to assess risk of penetration and to guard against unauthorised entry for access to personal or any other data. This includes ensuring that the username and password access meets industry standards

• *Further information about how we collect and use data, and your rights around this, can be found on our Privacy page on our website: www.cambridgeshire.gov.uk/privacy. Our Data Protection Officer can be contacted via data.protection@cambridgeshire.gov.uk or 01223 699137*

By signing this form you are confirming that:

- *you have read the 2019-20 edition of admissions booklet "Next Steps";*
- *the information contained in this form is both accurate and up-to-date;*
- *all adults with parental responsibility for your child are in agreement with this application, and understand that if a dispute is later raised, this application may be cancelled;*
- *you understand that if you have obtained a school place for your child by knowingly providing false information the place will be withdrawn;*
- *you have confirmed that your address is in the area covered by Cambridgeshire, and understand that applying to the wrong Local Authority may cause significant delays in processing your application;*

• *you understand that should your child be allocated a place at your preferred school and this school is not your catchment or nearest school, you will be responsible for home to school transport;*

• *you understand that any new application received will replace an existing application and cancel any previous offer and that by signing this declaration, you agree to these terms and conditions for any subsequent secondary transfer applications you submit up to 31 August 2019.*

Name:

Name:

Signature:

Signature:

Date:

If you are re-applying between 1 November 2018 and 30 November 2018 due to a change of circumstances, please indicate the reason and provide proof of your new / recent address (see "Next Steps Admission to Secondary School; a guide for parents" for valid types of proof).

We cannot process your new form without this:

- Recently moved into the county – please provide proof of this address
- Recently moved home within in Cambridgeshire – please provide proof of this address
- Other (please give further details)

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