

**TRANSFER OF PUPILS TO SECONDARY SCHOOL SEPTEMBER 2017
WAITING LIST COMMON APPLICATION FORM - CLOSING DATE 10th MARCH 2017
(For applicants applying for the first time or live Out of County)**

RETURN to:

CO-ORDINATED ADMISSIONS, SHIRE HALL, WESTGATE STREET, GLOUCESTER, GL1 2TP

Proof of postage cannot be accepted as proof of delivery. It is the responsibility of the parent to ensure we receive this application form. If you wish for an acknowledgement of your form, please include a stamped addressed postcard with your application.

	CHILD'S DETAILS	PERMANENT HOME ADDRESS
SURNAME		If you have recently moved please attach proof of your new address If you are moving house , please give your new address and your moving date. You will also need to provide proof of this new address.
FIRST NAMES		
MALE/FEMALE		
DATE OF BIRTH		
PRIMARY SCHOOL		
		DATE OF MOVE:

Please ensure these details are correct, and you are using your child's current, permanent home address. If you move house and therefore, your child's permanent home address changes, you will need to let us know, in writing, the new address details. You will also need to send in proof of this new address in the form of an official letter confirming completion date, which must be before the closing date, or long-term tenancy agreement.

Notes (Important please read)

You should read the **School Admissions Guidance Booklet** available online, through schools or the local authority. Please ensure you read all the information before submitting your form. Closing date for applications is 10th March 2017. Parents will be advised of decisions after 29th March 2017.

If you live outside Gloucestershire and wish to apply for a place in this county, please complete this form by the closing date and notify your own local authority of your application, as we will need to liaise with them regarding this application. Your Local Authority

Preferred Secondary School

Please express the preference order you wish your child to be considered for a place at (reasons, (e.g. medical, faith) for preference will be taken into account if the schools oversubscription criteria allows, you may be asked to provide proof of this):

	Name of school	Reason for preference
1 st preference		
2 nd preference		
3 rd preference		
4 th preference		
5 th preference		

If your child has a **sibling** (a child's brother or sister, please see booklet for definition) who will be attending one of your preferred schools in September 2017, please give details below

Name of School	Siblings full names	Date of Birth	Year Group
Siblings Address if different from child's details overleaf:			

Is your child **in the care** of Gloucestershire County Council or another Local Authority? Or have they been previously been '**looked after**' and later subject to an adoption residence or special guardianship order. Yes No
 Please attach supporting evidence.

Please ensure the details are correct and it is your child's permanent home address; **NOT** the address of a business, a relative, a friend, a childminder, a temporary address or an address to which you hope to move.

If you have expressed a preference for a school that is not your nearest school even if it is over 3 miles from your home address, you will be responsible for all transport costs. Please read our transport policy.

<p>I certify that the above information is correct. I do have parental responsibility for the child I am applying for. I have read, and understand, the information contained in the School Admissions Guidance booklet. I understand that giving false information will mean the withdrawal of the offer of a school place and possible prosecution under the Perjury Act.</p> <p>Parent/Carer Name.....Mr/Mrs/Miss/Ms</p> <p>Relationship to child.....</p> <p>SIGNATURE:_____ Date:___/___/___</p> <p>Contact details: Home telephone number.....Mobile number.....</p> <p>Email address:.....</p>
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Grammar Test Information:

If you are applying for a Grammar school place and have **not** previously taken the test, please note the following:-

- You must complete and submit this application form to us by midnight 10th March 2017.
- 15th March 2017 you will be contacted direct from the grammar school, via email, with details of how to apply to register for the grammar school test.
- From Thursday 16th March to Sunday 19th March 2017, 20:00hrs the grammar test online registration form will be open. It is important that you register between these dates as if you do not register your child will not be able to sit the test.
- Thursday 23rd March 2017 Late test date. Information regarding this will be sent to you directly from the schools.
- If your child has previously taken the test but you did not request the test score to be shared with other schools, you can now do so by completing and adding the school/s to the reply form.
- You cannot apply to go on a Grammar schools waiting list if your child has previously taken the test and did not qualify to be considered for a place at that school. You do, however, have the right to appeal

Data Protection Act. The information you provide on the application form, and any additional information you wish to provide will be used for the purpose of allocating a school place for your child. We will share the information internally within the Council with relevant officers and schools and may also share it with other relevant Local Authorities and Government bodies. We will safeguard your personal details and will not divulge them to any other individuals or organisations for any other purposes. The information collected may also be used for the wider purpose of providing statistical data used to assist with monitoring provision and/or areas of need in order to target future resources. If you have a query or concern regarding this, please contact the Admissions & Transfers Team at the address at the head of this form or telephone 01452 425407, Email school.admissions@gloucestershire.gov.uk