



Common Application Form – September 2019

Entry to Reception Class in a First / Primary School or Academy

Closing date for applications 15 January 2019

This application form should only be completed if you are **resident in Northumberland** and you have a child who is due to begin First or Primary School in September 2019. Only one form should be completed for each child and it should be completed in **black ink and in block capitals**. You can also apply for a school place online if you prefer at: admissions.northumberland.gov.uk

This form should be completed even if your child has a statement of Special Educational Needs or an Education Health and Care Plan (EHCP) or is currently undergoing a Statutory Assessment.

IMPORTANT

In our Admissions Handbook you will find advice on admissions and details of First or Primary Schools, and Academies in Northumberland. You should read this advice together with the admission arrangements for the schools you are interested in and the notes attached to this form, before you fill in this form.

You can access the Admissions Handbook on the First/Primary Admissions web page (address below): admissions.northumberland.gov.uk

NOTES FOR COMPLETION OF COMMON APPLICATION FORM

1. Please provide the address at which your child is normally resident. If you have shared residency for your child provide an explanation of how the shared arrangements work in practice.

Where it is demonstrated that a place in a preferred school has been obtained on the basis of a false statement of address or any other false information, the County Council reserves the right to withdraw that place.

If you are intending to move into the catchment area of the requested school you are advised that it is essential to provide evidence of removal e.g. a solicitor's letter confirming the exchange of contracts and the date of legal completion or tenancy agreement longer than 6 months.

2. For the purpose of admissions siblings are deemed to be brothers and sisters, step brothers and sisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings.

3. It is important that you provide evidence of exceptional social or medical need at the time of application. Your application should be supported by detailed information provided by a professional body, such as a doctor, a social worker or consultant. If this information is not provided with the application it will not be considered at a later date.

4. You can find information about all Northumberland schools in the Admissions Handbook. You may name up to four schools that you would like your child to be considered for. However, please note that the County Council will only offer your child a place at one school.

When we are able to offer a place at more than one of the schools you have named, we will offer the school you have ranked highest on your list (with 1 being the highest). If we are unable to offer you a place at any of the schools on your list, we will offer you a place at the nearest available school.

When we are unable to offer a place at a preferred school, parents will have the right to appeal against this decision to an independent appeal panel.

5. Catchment areas can change so you should make sure that you know which catchment area you live in. If you choose to apply for a non-catchment area school, you should be aware that a place at the catchment area school is not automatically reserved. You should consider making your catchment area school one of your preferred choices in case your application for a non-catchment school is unsuccessful.

6. Full details of the criteria we will use to allocate places can be found in Section 4 of the Admissions Handbook. Tell us why you are expressing a preference for each school you name.
7. You need to be aware that not applying for your catchment area school is likely to affect any entitlement to free school transport. The **home to school transport policy** is published in full on the County Council website www.northumberland.gov.uk/admissions.
8. Local Authorities and schools must make reasonable adjustments to ensure that the needs of disabled pupils are met. The Admissions Code defines disability as a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities. If you feel that your child falls into this category, please provide details in a letter along with this form. Please note that the information you provide will not be used to decide which pupils are offered places. We need the information only to allow us to make any necessary preparations or adjustments at the school concerned.
9. Northumberland County Council has no obligation to find an alternative school for children who are not resident in Northumberland and who are unsuccessful in obtaining a place in a Northumberland school.
10. The closing date for applications is **15 January 2019**. If your application is received later than this date there can be no guarantee that it will be considered along with those that have been received by the closing date.

GENERAL DATA PROTECTION REGULATION 2018 PRIVACY STATEMENT

Northumberland County Council is the data owner of the information collected by our service. The information collected will enable us to assess you/your child's requirements so that we can place them in the most appropriate setting. Where it is lawfully required, we will share your information with external organisations. Personal data will be held securely, then destroyed in line with the Northumberland County Council retention schedule. The Council's retention schedules and Privacy Notice can be found on the Council's website.

'How We Handle Your Information' notice can be found on the Council's Information and Governance website (<http://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/School-Admissions-Inclusion.pdf>)

Things to watch for

Dates Do not miss the closing date for the common application form. Also check dates for supplementary forms and any tests your child may need to take.

Priority categories If you think your child fits a particular priority category you must mention this on the form for it to be considered. Check what evidence you need to provide.

Address What proof of address will be needed? If parents live apart and a child spends part of the week with each, whose address can be used?

Siblings Check who counts as a brother or sister particularly if stepfamilies are involved.

Medical or social need Do you need a letter from a doctor, psychologist or social worker?

Supplementary forms Some schools, particularly faith schools, have a supplementary form. This is an extra form for further information about things like church attendance. Check where and when you need to send this and what evidence you need to provide.

Have you checked your child's eligibility for free school meals?

Telephone: 0345 600 6400

Online: www.northumberland.gov.uk/fsm

Child's details:

Last Name: _____ Date of Birth: _____

First Name(s): _____ Boy or Girl: _____

Present Early Years Setting (if applicable): _____

Does your child have a **Statement of Special Educational Needs or an Education Health and Care Plan (EHCP)** or is he/she currently being assessed? Yes No
Please tick

Address at which the child is normally resident. (see note 1)**Parent/carer's name:** _____*(A parent is any person who has parental responsibility for or is the legal guardian of the child) see note 1.***Relationship to Child:**

(Mother/Father/Other) Please give details _____

Address: _____

Postcode: _____ Telephone No: (essential) _____

Email: _____ Council Tax No: (essential) _____

If your child has shared residency please tell us, on a separate sheet, the other address and explain how the shared arrangements works in practice, in other words how much time your child spends at each address.

Looked After Children

A "looked after child" is a child who is in the care of a local authority or provided with accommodation by that local authority. Is your child in public care?

If Yes – which Local Authority? _____

Name of Social Worker : _____

Telephone number : _____

Faith schools

If one of your preferences is for a Voluntary Aided (Church) School, you need to tell us if the child or either parent is baptised in the faith of the school.

Details of siblings attending school at the time of admission. (see note 2)Name of sibling (1): _____ Gender Male Female (Please Tick)

Date of birth: _____ Present School: _____

Name of sibling (2): _____ Gender Male Female (Please Tick)

Date of birth: _____ Present School: _____

Social or medical reasons for your preferences (see note 3)

You may wish to express a preference for a school based upon your own or your child's personal circumstances. For example, where one or both parents or the child have a disability that may make travel to a school that is further away difficult. Evidence must be supported in a written statement by a professionally involved third party, such as a doctor or a social worker.

*The supporting evidence should set out the particular reasons why the school in question is the most suitable school and **must** be submitted at the time of application. **You will not be allocated a place under this criterion if the required evidence is not produced. For further information about qualification under this criterion please contact 01670 624889***

Closing Date

The closing date for applications is **15 January 2019**. Northumberland County Council will send a letter advising you of the school your child has been offered on **16 April 2019**.

Where to send your completed application form

If you are a Northumberland resident you can return your application form to any First or Primary School or Academy who will then forward it to the School Admissions Team on your behalf.

Alternatively you may return your application to **The School Admissions Team, Northumberland County Council, County Hall, Morpeth, NE61 2EF**.

An acknowledgement of receipt will only be sent if you enclose a stamped addressed envelope.

Please be aware that if a place is allocated based upon false information the local authority will withdraw the offer made to you.

Your Preferred Schools (see note 4)

Please write **in rank order of priority** up to four schools you would prefer your child to attend.

You will only receive the offer of one school place. Applications will be prioritised using the admission criteria for each of the three schools. **If you only apply for non-catchment schools, please note that a place at your catchment area school is not automatically reserved.** You should consider making your catchment school one of your preferences in case your application for a non-catchment school is unsuccessful.

If you select a school other than your catchment school then, in most cases you will **not** be eligible for free home to school transport. Further advice on this is provided in the Admissions Handbook. **(see note 5)**

You may wish to state reasons for your preferences. The reasons should be linked to the admissions criteria for the school(s), which are shown in the Admissions Handbook. **(see note 6)**

1. My first preference school is: _____

Reason: _____

2. My second preference school is: _____

Reason: _____

3. My third preference school is: _____

Reason: _____

4. My fourth preference school is: _____

Reason: _____

If you have named a Voluntary Aided School you may be required to complete an additional form that will be given to you by the school.

Declaration

I have read the accompanying notes and the information contained in the Admissions Handbook whilst completing this form.

We are unable to process this form unless this box is ticked.

I declare that the information I have given on this form is correct and complete as far as I know and believe. I understand that if I knowingly give information that is incorrect or incomplete I may be liable to prosecution. I know I must tell Northumberland County Council in writing, straight away, of any changes in circumstances that may affect the school application for example a change of address.

Full Name (please print): _____

Signed: _____

Date: _____

Parent

Legal Guardian

Foster Carer

Privately Fostered

Social Worker

By signing this form you are confirming that the information within this form is wholly accurate and that all parties with parental responsibility have given consent to the application.