

Date received

ID Number:

IN TERM ADMISSIONS
NORTHUMBERLAND COMMON APPLICATION FORM
PARENT TO COMPLETE AND RETURN TO SCHOOL ADMISSIONS

Any queries please contact:

The School Admissions Team, County Hall, Morpeth NE61 2EF
 Telephone: 01670 624889
 Fax: 01670 626134
 Email: schooladmissions@northumberland.gov.uk

PLEASE NOTE IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU ARE APPLYING TO THE CORRECT LOCAL AUTHORITY. WE CAN ONLY PROCESS APPLICATIONS FOR CHILDREN WHO LIVE IN **NORTHUMBERLAND**. If you live in another local authority you should apply through that authority (even if you are applying for a Northumberland School). Any forms received for another authority will be **returned to the sender**.

Please refer to the guidance notes included when filling in this form, or for further information visit our website: www.northumberland.gov.uk/admissions

PLEASE NOTE: All sections must be completed as fully as possible or the form will be returned. It is essential that the reasons for the transfer request and previous school details are given.

Details about your child:

Child's Full Name: _____	Date of Birth: _____
Any Other Surnames Used: _____	Boy/Girl: _____
First language of child: _____	Does your child speak English? Yes / No
Home Address: _____	

Details about you:

Your name: Mr / Mrs / Miss / Ms _____
Your relationship to the child: _____
Who has parental responsibility for the child? _____
Contact Details: Tel No: Day: _____ Evening: _____
Mobile: _____ Email address: _____
Does anybody else, who does not live at the above address, have parental responsibility for the child? Yes / No _____

Information about your child:

Is the child:	<input type="checkbox"/>	In Public Care	<input type="checkbox"/>	A Traveller Child	<input type="checkbox"/>	Permanently Excluded
	<input type="checkbox"/>	An Asylum Seeker	<input type="checkbox"/>	A Refugee	<input type="checkbox"/>	A Carer*
	<input type="checkbox"/>	Forces Family	<input type="checkbox"/>	None of these		

* Does your child help care for a family member in the home?

Please indicate your preferred start date here:		Year Group requested:		
School Preferences: Please list which schools you would like to apply for in order of preference:				
1. _____				
2. _____				
3. _____				
Please give details of any siblings who are already attending or will be attending this school.				
Surname:	Forenames	Date of Birth	Gender	Address (if different to child applying)

Current School:

Please fill in the details of your child's current school or the school that they last attended:

School Name: _____

Address: _____

Town / County: _____ Name of Headteacher _____

Tel No: _____

Date child started: _____ Date child last attended: _____

Reason for Transfer: **We have moved house**

Old Address: _____

New Address: _____

Date of Move: _____

You may be asked for some documentary evidence of your move. Examples: Solicitors Letter, Exchange of Contract, Tenancy Agreement, Tax Credits, Child Benefit, Council Tax bill or Utility bills.

Other reason for transfer (please state below)

Further details about the transfer.

If you are applying for a transfer from another Northumberland school because your child is having problems with the current school:

Have you met with your child's Head Teacher, class teacher or Head of Year? Yes No

Persons Name: _____ Date: _____

Any issues raised: _____

Have you met with the following to help you? Please tick and give details:

- | | | |
|--|---|--|
| <input type="checkbox"/> Social Services | <input type="checkbox"/> Parent Partnership | <input type="checkbox"/> Chair of Governors |
| <input type="checkbox"/> Education Welfare Officer | <input type="checkbox"/> Behaviour Support | <input type="checkbox"/> other (please state): _____ |

Persons Name: _____ Date: _____

Any issues raised: _____

Other Schools attended:

Please list any other schools that your child has attended in the last 3 years:

School Name: _____ Town: _____

Attended from: _____ To: _____

Reason for leaving: _____

.....
School Name: _____ Town: _____

Attended from: _____ To: _____

Reason for leaving: _____

Other details about your child:

Does your child have a special education need? YES / NO

If the answer is **YES**, please give us further details about their education needs and what support they are currently receiving at school.

Does your child have a Statement of special educational need? YES / NO

Are there any other agencies involved with your child? YES / NO

Social Worker's Name and Telephone Number: _____

Education Welfare Officer's Name: _____

Special Needs Officer's Name: _____

IMPORTANT: Is there anyone who **should not have access** to information about your child? _____

Other information:

Is there any other information you want to tell us?

Declaration

I certify that the information, which I have given, is correct. I also give permission for you to contact any relevant agencies to confirm that the information specified on this form is correct. I consent to Northumberland County Council processing the information detailed in this form. I understand that this will be used by the company for its administration purposes and my consent is based upon Northumberland County Council complying with the Data Protection Act 1998.

Name: _____ Signature: _____

Date: _____

Upon signing and submitting the application form you have deemed to have accepted the policies of each school, as set out in the school prospectus.

Data Protection Act 1998

Under the terms of the Data Protection Act 1998 we must tell you of the following: By signing this form you are giving your consent for Northumberland County Council to use your data. The data that you provide is collected for the purposes of the admissions process. In addition some of the information may also be used to improve other services within the Council and other related Government agencies. It may be (a) cross referenced against information held by the Council to validate your application (b) used for any other purpose associated with the Council discharging its functions and may be shared with other public bodies or (c) used to detect fraudulent applications and detect incorrect offers of school places. This form may be shown to an appeal panel if it is necessary to hold an appeal. We may also use the information you provide for monitoring and statistical research purposes, although you will not be identifiable from this.