

Application form for Transfers 2019

Closing date: midday, 31 October 2018



This application form is for age-phase transfer to middle, secondary or high school in September 2019. The easiest way to apply is online at www.newcastle.gov.uk/admissions

Guidance on completing this form:

- Use this form if your child lives in Newcastle. If your child lives in another local authority, you must apply to that council for their school place.
- You can apply for a place in any state school or academy, including faith schools and schools in other local authorities if the normal year of entry to the school is Y5, Y7 or Y9.
- You cannot apply for an independent school, for Y7 places in middle schools or for Y10 places at North East Futures UTC on this form.
- Complete all the boxes on the form that are relevant to your application. Answer the questions truthfully and accurately. Please use black ink and write in block capitals.
- **Provide any supporting evidence within the timescales requested.**
- Include your child's full name and date of birth in any correspondence.
- If you apply online at www.newcastle.gov.uk/admissions you will get an email receipt. If you apply on paper, you are strongly advised to obtain proof of posting and to use the correct postage. We do not accept any responsibility for lost documents sent by post. You must include a stamped addressed envelope with the paper form if you want a receipt.

Before you apply:

- Read our admissions guidance at www.newcastle.gov.uk/admissions. Our printed leaflet "Transferring School in 2019" provides a summary of the main points.
- Read the admission policy for each of the schools that you are interested in to understand how places are allocated and any evidence you need to provide. Look at the information about how places were allocated last year to see how likely it is that your child will be offered a place.
- You may apply for up to four schools (your "preferences"). Use all four preferences to increase the chances of being offered a preferred school.

Please note that the General Data Protection Regulations came into force on 25 May 2018. We will process your application in line with Newcastle City Council's data privacy notice. We will share information with other agencies as necessary and lawful to ensure the application process runs effectively and in accordance with the Admissions Code and Fair Access Protocols, and to comply with statutory data collection requests.

For further information on how we use and store your information and a copy of the privacy notice, please see www.newcastle.gov.uk/admissions or if you have any concerns about how we use and share your information please contact admissions.information@newcastle.gov.uk.

Where to get further help and advice

- Online at www.newcastle.gov.uk/admissions
- Email at admissions.information@newcastle.gov.uk
- Phone 0191 278 7878 (Ask for School Admissions)
- Staff in Customer Service Centres and schools can help you complete the form.

Return this application form (along with any supporting evidence) by midday, 31 October 2018 to: Newcastle City Council, Admissions and Information Service, 3rd floor Civic Centre, Barras Bridge, Newcastle upon Tyne NE1 8QH.

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Please enter your child's details:

Surname _____ First name _____

Date of birth ____ / ____ / ____ (day/month/year) Gender Boy Girl

Current (permanent home) address _____
_____ Postcode _____

If you are moving, please provide your child's new address and date of move: ____ / ____ / ____
_____ Postcode _____

Is your child in Local Authority Care (looked after)? Yes No

If yes, which local authority looks after your child? _____

Was your child previously looked after and immediately afterwards adopted or made the subject of a child arrangements order or special guardianship order? Yes No
(If yes, submit evidence of the order with your application.)

Are you a serving member of the regular UK Armed Forces with a posting to the area or a Crown Servant returning from overseas? (If yes, please provide evidence) Yes No

Please enter your details:

Your title (for example, Mr, Mrs, Miss) _____

Surname _____ First name _____

Current address (if different from child) _____
_____ Postcode _____

Mobile phone _____ Home phone _____

Email address _____

What is your relationship to the child? (for example, mother) _____

Do you have parental responsibility for this child? Yes No

Applicants are expected to adhere to any Court rulings that determine which carer has the legal authority to make an application.

We will only discuss this application with the named applicant unless you provide the name of another person you allow us to discuss it with:

Title (Mr, Mrs, Miss) _____ Surname _____ First name _____

School preferences

- Different schools apply different admission rules on how they will allocate places if more children apply than places available. Read the admission policy for each school before you apply to understand which children they prioritise and what evidence they require.
- List four different schools on your application to increase the chance of being offered a preferred school. Your child will be considered for a place at every one you name on the form.

- List your preferences in ranked order (1 to 4) with the school you most want named as Preference 1. If we can offer a place at more than one school, we will allocate the school you listed highest.
- Tick the boxes below to tell us the reasons why you have applied. **If you tick any boxes, you must submit supporting evidence before the deadline of 31 October for it to be considered.** The specific evidence required will be explained in the school admission policy.

<p>School Preference 1:</p> <hr/> <p>Reasons for applying:</p> <p>(1) Medical <input type="checkbox"/></p> <p>(2) Faith (please indicate which):</p> <ul style="list-style-type: none"> • Catholic <input type="checkbox"/> • Church of England <input type="checkbox"/> • Other _____ <input type="checkbox"/> <p>(3) Parent employed at school <input type="checkbox"/></p> <p>(4) Brother or sister (sibling) link <input type="checkbox"/></p> <p style="margin-left: 20px;">Sibling's date of birth* ____ / ____ / ____</p> <p style="margin-left: 20px;">Sibling's surname _____</p> <p style="margin-left: 20px;">First name _____</p> <p>(5) Other reason <input type="checkbox"/></p> <p>_____</p> <p><small>*pick sibling closest in age</small></p>	<p>School Preference 2:</p> <hr/> <p>Reasons for applying:</p> <p>(1) Medical <input type="checkbox"/></p> <p>(2) Faith (please indicate which):</p> <ul style="list-style-type: none"> • Catholic <input type="checkbox"/> • Church of England <input type="checkbox"/> • Other _____ <input type="checkbox"/> <p>(3) Parent employed at school <input type="checkbox"/></p> <p>(4) Brother or sister (sibling) link <input type="checkbox"/></p> <p style="margin-left: 20px;">Sibling's date of birth* ____ / ____ / ____</p> <p style="margin-left: 20px;">Sibling's surname _____</p> <p style="margin-left: 20px;">First name _____</p> <p>(5) Other reason <input type="checkbox"/></p> <p>_____</p> <p><small>*pick sibling closest in age</small></p>
<p>School Preference 3:</p> <hr/> <p>Reasons for applying:</p> <p>(1) Medical <input type="checkbox"/></p> <p>(2) Faith (please indicate which):</p> <ul style="list-style-type: none"> • Catholic <input type="checkbox"/> • Church of England <input type="checkbox"/> • Other _____ <input type="checkbox"/> <p>(3) Parent employed at school <input type="checkbox"/></p> <p>(4) Brother or sister (sibling) link <input type="checkbox"/></p> <p style="margin-left: 20px;">Sibling's date of birth* ____ / ____ / ____</p> <p style="margin-left: 20px;">Sibling's surname _____</p> <p style="margin-left: 20px;">First name _____</p> <p>(5) Other reason <input type="checkbox"/></p> <p>_____</p> <p><small>*pick sibling closest in age</small></p>	<p>School Preference 4:</p> <hr/> <p>Reasons for applying:</p> <p>(1) Medical <input type="checkbox"/></p> <p>(2) Faith (please indicate which):</p> <ul style="list-style-type: none"> • Catholic <input type="checkbox"/> • Church of England <input type="checkbox"/> • Other _____ <input type="checkbox"/> <p>(3) Parent employed at school <input type="checkbox"/></p> <p>(4) Brother or sister (sibling) link <input type="checkbox"/></p> <p style="margin-left: 20px;">Sibling's date of birth* ____ / ____ / ____</p> <p style="margin-left: 20px;">Sibling's surname _____</p> <p style="margin-left: 20px;">First name _____</p> <p>(5) Other reason <input type="checkbox"/></p> <p>_____</p> <p><small>*pick sibling closest in age</small></p>

Parental declaration

- I confirm I have parental responsibility for this child and/or the agreement of all persons with parental responsibility.
- **All supporting information relating to the application is enclosed.**
- I confirm that I have read the relevant admissions guidance and school policies.
- The information I have provided is true and accurate. I understand that the local authority will withdraw the offer of a school place if the information I provide is found to be fraudulent.

Parent or carer signature _____ Date ____ / ____ / ____

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