

# Primary School Admission 2016 Common Application Form

Deadline: 15 January 2016

For office use only

ID NUMBER

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## Section 1

### Pupil Details

Pupil Surname

First Name(s)

Date of Birth  /  / 20  Male ☐ Female ☐

If this child has been known by another name please enter it here

## Section 2

### Home Address

House Number  House Name

Street  Village (if applicable)

Post Town  Postcode

## Section 3

### Parent/Carer's Details

Mr/Mrs/Miss/Ms  Initial  Surname

Home Telephone No.  Work Telephone No.

Mobile Telephone No.  Relationship to child

Email address

## Section 4

### Moving House

Day Month Year

Fill in this section if you are moving house. When are you moving?

What will your new address be?

House Number  House Name

Street  Village (if applicable)

Post Town  Postcode

You must inform us immediately if there are any changes to these plans.

You must provide evidence of your new address as soon as you have it.

If the move is due to a new posting as Service or Crown Servant Personnel please tick here. ☐ Please provide evidence of your posting with this form.

## Section 5

### Other Details

a) Does your child have a statement of Special Educational Needs (or Education, Health and Care Plan)?

YES ☐ NO ☐

b) Are there any exceptional medical reasons why your child should specifically attend your preferred schools?

YES ☐ NO ☐

c) Is your child cared for by a Local Authority or is he/she a previously looked after child?

YES ☐ NO ☐

If yes, which Local Authority?



Essex County Council

## Section 6 Preferences

Please list below all your preferred schools in priority order, including any schools outside Essex.

**We strongly recommend you use all your preferences.**

The ranking of your preferences is confidential to the Local Authority and will only be shared with schools in the event of appeals.

You are not required to give reasons for your preferences, but where you do they will be shared with that school. Any reasons you give should relate to the published admissions policy for the school.

Preference	Preferred School	Reasons (optional)	Child of staff member
1st	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2nd	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3rd	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4th	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**Remember to check whether you also need to complete a SIF (Supplementary Information Form) for any of your preferred schools.**

## Section 7 Siblings

Does your child have a sibling link for any of your preferred schools or partner junior school?

**YES** ☐ **NO** ☐ If **YES** please complete details below:

Name	Date of Birth	Year Group	School Attending
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Section 8 Declaration

I confirm that I have read the information in the “Primary Education in Essex 2016/2017” booklet (available via [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)) and the notes of guidance for the completion of this form. I also confirm that the information I have given on this form is true and that I am a parent of this child.

**Signed**  **Date**

**The form MUST be received in the School Admissions office by 15 January 2016 at this address:  
School Admissions, Essex County Council, P.O. Box 4261, Chelmsford CM1 1GS**

**DO NOT RETURN THIS FORM TO A SCHOOL**

**You should receive an acknowledgement within 10 working days of sending your application form.  
Please contact School Admissions if it does not arrive.**

**Data Protection Act 1998** – The personal information collected on this form will be used by Essex County Council for the administration of school admissions and transport where appropriate. This information will only be shared with schools and other local public bodies for the purpose of applying their admissions policy and with the Department for Education. The Council may also use and share this data with other public bodies in connection with the prevention or detection of fraud or other crime. For more information on how Essex County Council processes personal data please see our website [www.essex.gov.uk](http://www.essex.gov.uk).

# Notes of guidance to assist in the completion of the Common Application Form (CAF)

**BEFORE FILLING IN THE FORM PLEASE READ THE PRIMARY EDUCATION IN ESSEX 2016/2017 BOOKLET ON [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).**

## **Section 1 - Pupil Details**

- Pupil's name - the names by which the child is legally known.
- Gender - many names are unisex and we need to be able to record male or female on our database.

## **Section 2 - Home Address Details**

Please give the home address for the child. See pages 12 and 13 of the Primary Education in Essex 2016/17 booklet.

## **Section 3 - Parent/Carer's Details**

Please give the name and contact details of the parent/carers who live at the address provided on the application form and their relationship to the child.

## **Section 4 - Moving House**

If you are moving house please provide as much information as you can. If there are changes to your plans you must let us know immediately or your child's offer of a place could be withdrawn. If you currently live outside the Essex LA area you should make your applications for Essex schools via your home authority.

## **Section 5 - Other Details**

- Special Educational Needs – please tell us if your child has a statement of special educational needs (or Education Health Care Plan).
- Medical circumstances – you should check the relevant school's admissions policy and send any supporting evidence to the school directly. If the school is in another local authority area, check with the school where to send any evidence.
- Looked After Children (LAC) – please tell us if your child is cared for by a Local Authority (or is a previously LAC) and the name of that LA. See definition on page 12 of the Primary Education in Essex 2016/2017 booklet.

## **Section 6 - Preferences**

Please list your preferred schools in priority order, including any preferred schools that are outside Essex. Whilst the law gives parents the right to express a preference it does not guarantee a place in a particular school.

The law requires admission authorities to consider any reasons you give for your choice of preferred school, but your application will be assessed against the admission criteria (such as sibling link or distance from school). Other reasons you may give cannot generally override this. Some schools give priority for admission to children of members of staff (check the policy of the school). Please tick the box next to the school name if this applies.

## **Section 7 - Siblings**

- Siblings - please identify if you have an older child at any of your preferred schools or partner junior schools.

## **Section 8 - Declaration**

The form must be signed and dated by a person with parental responsibility for the child, confirming that you have read the booklet and notes of guidance. Unsigned forms cannot be accepted and will be returned.

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School Admissions, Essex County Council, P.O. Box 4261, Chelmsford CM1 1GS**

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## Primary School Application Checklist

### HAVE YOU?

### TICK HERE

**Considered which schools you prefer by:**

**visiting?**

☐

**looking at their brochure and website?**

☐

**Considered how your child will get to school and read all the Education Transport Policy information?**

☐

**Completed your application form and returned it to School Admissions to be received in their office by 15 January 2016?**

The date that School Admissions stamp on your application will be taken as the date of receipt. Therefore remember to leave 3 working days for post and 2 working days for hand delivering your application form to County Hall, Chelmsford.

To remind you of which schools you have applied for, list them here in order of preference:

1.

2.

3.

4.

**Received your acknowledgement within 10 working days of sending your application form?**

☐

**Received your offer letter by 25 April 2016?**

Note: offer letter will be sent by post on 18 April 2016.

☐

**Lodged any appeal you wish to make within 20 school days of receiving your offer letter?**

Note: Deadline 13 May 2016.

☐