

## Notes

These notes are written to help you complete your application and to let you know what will happen next. Please read them before you complete your application form.

**School admissions are now coordinated within Northumberland schools** to ensure that your child receives the offer of a school place.

Northumberland County Council will send a letter, advising you of the school your child has been offered on **1 March 2010**.

**ALL PARENTS ARE ADVISED TO READ THE ADMISSIONS HANDBOOK THAT GIVES DETAILS OF HOW APPLICATIONS ARE PROCESSED. A timetable of Admission dates is contained in the book.**

Admissions Handbook may be obtained directly from schools, the local authority or the Northumberland County Council website. Individual school prospectuses must be obtained from schools.

1. Parents intending to move into the catchment area of the requested school 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.

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.

It is possible that parents are unaware of a future move at the time of completing the preference form. If you do move, please let us know your new address as soon as possible in writing.

2. You may name up to three 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 parents choose to apply for a non-catchment area school, they should note that a place at the catchment area school is not automatically reserved. Parents should consider making their catchment area school one of their preferred choices in case their application for a non-catchment school is unsuccessful.

Parents should also note that not applying for their catchment area school may affect entitlement to school transport. The home to school transport policy is published in full on the County Council website.

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.

3. Criteria for admissions to Northumberland schools can be found in the **Admissions Handbook**. Please read these carefully.
4. 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.
5. Local Authorities and schools must make reasonable adjustments to ensure that the needs of disabled pupils are met. The new Code of Practice 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.
6. The closing date for applications is **26 OCTOBER 2010**. 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.

Further information can be obtained by visiting our website: [www.northumberland.gov.uk/admissions](http://www.northumberland.gov.uk/admissions)

Office use only: Date Received by LA

# NORTHUMBERLAND

Northumberland County Council

## Common Application Form - September 2010

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

Closing date for applications 26 OCTOBER 2009

This application form should be completed for each child resident in Northumberland who is due to begin First or Primary School in September 2010. Only one form should be completed for each child and it should be completed in **black ink and in block capitals**.

Residents of other Local Authorities should also complete a Northumberland Common Application Form for a place in a Northumberland school.

**This form should be completed even if your child has a statement of Special Educational Needs or is currently undergoing a Statutory Assessment.**

In our Admissions Handbook you will find advice on admissions and details of First or Primary Schools, and Academies in Northumberland. It is important to 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.

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

#### Child's details:

Last Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First Name(s): \_\_\_\_\_ Boy or Girl: \_\_\_\_\_

Present Early Years Setting (if any): \_\_\_\_\_

Does your child have a **Statement of Special Educational Needs** or is he/she currently being assessed? Yes  / No   
Please tick

#### Address at which the child is normally resident.

##### Parent/carer's name:

(A parent is any person who has parental responsibility for or is the legal guardian of the child)

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone number: \_\_\_\_\_

**IT IS IMPORTANT TO GIVE THE CORRECT ADDRESS. FAILURE TO DO SO MAY RESULT IN THE PLACE BEING WITHDRAWN FROM YOUR CHILD.**

#### 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 \_\_\_\_\_

**Details of siblings at your preferred school at the time of admission**

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**

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 professional 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.*

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**Closing Date**

The closing date for applications is **26 October 2009**

**Where to send your completed application form**

If you wish your child to attend a Northumberland school, your application form should be returned 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, County Hall, Morpeth, NE61 2EF.**

**Office Use Only**

SCHOOL ONLY	Received	
LA ONLY	Student ID	UID No
Outcome	Criteria	1   2   3

**Your Preferred Schools**

Please write in **rank order of priority** up to three 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 apply for a non-catchment school, 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 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.

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.

1. My first preference school is: \_\_\_\_\_

Reason for preference: \_\_\_\_\_

2. My second preference school is: \_\_\_\_\_

Reason for preference: \_\_\_\_\_

3. My third preference school is: \_\_\_\_\_

Reason for preference: \_\_\_\_\_

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.

If it is not possible to offer a place at any of the three schools you have named above an alternative school will be offered.

If this happens, would you wish to be considered for a Catholic School? \_\_\_\_\_ **Yes / No**

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

**Declaration**

I confirm that the information given by me on this form is correct. I understand that if I have given false information the school place offered may be withdrawn. I have read the accompanying notes and the information contained in the Admissions Handbook whilst completing this form.

Full Name (please print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please indicate your relationship to the child by ticking one of the following

Parent       Legal Guardian       Foster Carer       Social Worker

**We are unable to process a form that has not been signed by a person who has parental responsibility for the child. Unsigned forms will be returned.**

## Notes

These notes are written to help you complete your application and to let you know what will happen next. Please read them before you complete your application form.

School admissions are now coordinated within Northumberland schools and our neighbouring Local Authorities to ensure that your child receives the offer of a school place.

Wherever the school is you wish your child to attend, **you must apply to your Home Authority**. Your Home Authority will also let you know which school your child is being offered a place on **1 March 2010**.

**ALL PARENTS ARE ADVISED TO READ THE ADMISSIONS HANDBOOK THAT GIVES DETAILS OF HOW APPLICATIONS ARE PROCESSED. A timetable of Admission dates is contained in the book.**

Admissions Handbook may be obtained directly from schools, the local authority or the Northumberland County Council website. Individual school prospectuses must be obtained from schools.

1. Parents intending to move into the catchment area of the requested school 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.

**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.**

It is possible that parents are unaware of a future move at the time of completing the preference form. If you do move, please let us know your new address as soon as possible in writing.

2. You may name up to three 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 parents choose to apply for a non-catchment area school, they should note that a place at the catchment area school is not automatically reserved.** Parents should consider making their catchment area school one of their preferred choices in case their application for a non-catchment school is unsuccessful.

**Parents should also note that not applying for their catchment area school may affect entitlement to school transport. The home to school transport policy is published in full on the County Council website.**

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.

3. Criteria for admissions to Northumberland schools can be found in the **Admissions Handbook**. Please read these carefully.
4. 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.
5. From September 2002, Local Authorities and schools must make reasonable adjustments to ensure that the needs of disabled pupils are met. The new Code of Practice 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.
6. The closing date for applications is **26 OCTOBER 2009**. 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.

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Office use only: Date Received by LA

# NORTHUMBERLAND

Northumberland County Council

## Common Application Form - September 2010

### Entry to Middle/High/Secondary School or Academy

Closing date for applications 26 OCTOBER 2009

This application form should be completed for each child **resident in Northumberland** who is due to begin First or Primary School in September 2010. Only one form should be completed for each child and it should be completed in **black ink and in block capitals**.

Residents of other Local Authorities should complete a Common Application Form from their Home Authority.

**This form should be completed even if your child has a statement of Special Educational Needs or is currently undergoing a Statutory Assessment.**

In our Admissions Handbook you will find advice on admissions and details of Middle, High or Secondary Schools in Northumberland. It is important to 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.

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

#### Child's details:

Last Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First Name(s): \_\_\_\_\_ Boy or Girl: \_\_\_\_\_

Present School: \_\_\_\_\_

Does your child have a **Statement of Special Educational Needs** or is he/she currently being assessed? Yes  / No   
Please tick

#### Address at which the child is normally resident.

##### Parent/carer's name:

(A parent is any person who has parental responsibility for or is the legal guardian of the child)

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone number: \_\_\_\_\_

**IT IS IMPORTANT TO GIVE THE CORRECT ADDRESS. FAILURE TO DO SO MAY RESULT IN THE PLACE BEING WITHDRAWN FROM YOUR CHILD.**

#### 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 \_\_\_\_\_

**Details of siblings at your preferred school**

Name of sibling (1): \_\_\_\_\_ Gender: Male  Female  (Please Tick)

Date of birth: \_\_\_\_\_ Present School: \_\_\_\_\_

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Date of birth: \_\_\_\_\_ Present School: \_\_\_\_\_

**Social or medical reasons for your preferences**

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**Closing Date**

The closing date for applications is **26 October 2009**

**Where to send your completed application form**

If you wish your child to attend a Northumberland school, your application form should be returned to any Middle, High or Secondary 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, County Hall, Morpeth, NE61 2EF.**

**Office Use Only**

SCHOOL ONLY	Received				
LA ONLY	Student ID	UID No			
Outcome	Criteria	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> </tr> </table>	1	2	3
1	2	3			

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