DATE RECEIVED

London Borough of Southwark

Southwark Council

Application for transfer from primary to secondary school in September 2006

Before you fill in the form please read carefully the notes on "Completing the Common Application Form". Complete this form only if you are a London Borough of Southwark resident. If you live outside the London Borough of Southwark, you must complete the form produced by the borough in which you live. Return your form to the address printed on the back, to reach us by **October 21 2005**.

1. Child's details

Please use black ink and BLOCK CAPITALS. DO NOT FOLD or STAPLE this form.

Child's surname/ last name

First name

Middle name(s)

Please cross: Boy ☒ Girl ☒

Child's exact date of birth eg: Day 04 Month 05 Year 94

Day Month Year

Child's home address. This must be the address where the child normally lives. If this is different from the address of the parent or carer given in section 5 of this form, please explain why on a separate sheet of paper. Similarly, if parents share custody, please state this and give both addresses on a separate sheet of paper.

First line of child's home address

Second line of child's home address

Town/city

County

Postcode

Current school Name

DfES no. (if known)

Postcode

Please also give the address of the school if it is outside the council area

First line of school address

Second line of school address

Town/city

County

5. Parent's/carer's details

Title

Initials

Surname

Relationship to child: Mother ☒ Father ☒ Step parent ☒ Foster parent ☒ Social worker ☒ Other family member ☒ Other contact ☒ Other relative ☒

Address (if different from child's address given in section 1)

First line of parent's/ carer's address

Second line of parent's/ carer's address

Town/city

County

Postcode

Home tel no.

Daytime tel no.

Email address

6. Declaration and signature of parent/carer

I have ranked in strict preference order the schools I wish to apply for. I certify that I have parental responsibility for the child named in section 1 and that the information given is true to the best of my knowledge and belief.
I understand that if I have given false or deliberately misleading information on this form or supporting papers (or on both) or withheld any relevant information, then the offer of a school place may be withdrawn.

Signature of parent/carer

Day Month Year

Information you give will be used for registered purposes under the Data Protection Act 1998

CHECKLIST Please make sure you have:

- read the notes "Completing the Common Application Form" carefully
- checked that your address falls within the boundaries of the London Borough of Southwark – when you are offered a school place, you may be asked to prove that you live at the address you have given
- enclosed any supporting evidence (eg a letter from a professional to confirm that the child is in public care or in support of any reasons for naming particular schools)
- completed any supplementary forms necessary for voluntary aided schools (please check the admission arrangements for each school you are applying for) and returned them to the school.

Return the fully completed form by October 21 2005 to:

Admissions team
Southwark Education
John Smith House
144-152 Walworth Road
London SE17 1JL

PLAIN LANGUAGE COMMISSION Clear English Standard WINNING DOCUMENT

2. School preferences

Please read the notes on "Completing the Common Application Form" before completing this section. Please insert the school DfES code and postcode of up to SIX secondary schools you want to apply for. You must list the schools in the order you prefer them. You cannot use this form to apply to independent (private) schools; you should contact them directly.

Please include the name and date of birth of any sibling (brother or sister) who will be attending the school at the date of admission (September 2006).

Please use the box opposite each preference if you wish to state any **exceptional** medical, social, religious, or educational reason, including preference for single-sex education for applying to that school.

3. Children in public care

Is the child in public care of a local authority? Yes ☐ No ☐
If yes, please state which local authority

If yes, please also provide a letter from the social worker confirming the legal status of the child and the local authority with whom the child is in care. The letter should also say why these schools are preferred.

4. Special educational needs

Does your child have a Statement of Special Educational Needs? Yes ☐ No ☐

Preference 1

Details of any **sibling** already attending the school:

School name

DfES no. Postcode

First name

Surname/ last name

Brother or sister's date of birth Day Month Year

Brother or sister's gender Boy ☐ Girl ☐

Preference 2

Details of any **sibling** already attending the school:

School name

DfES no. Postcode

First name

Surname/ last name

Brother or sister's date of birth Day Month Year

Brother or sister's gender Boy ☐ Girl ☐

Preference 3

Details of any **sibling** already attending the school:

School name

DfES no. Postcode

First name

Surname/ last name

Brother or sister's date of birth Day Month Year

Brother or sister's gender Boy ☐ Girl ☐

Preference 4

Details of any **sibling** already attending the school:

School name

DfES no. Postcode

First name

Surname/ last name

Brother or sister's date of birth Day Month Year

Brother or sister's gender Boy ☐ Girl ☐

Preference 5

Details of any **sibling** already attending the school:

School name

DfES no. Postcode

First name

Surname/ last name

Brother or sister's date of birth Day Month Year

Brother or sister's gender Boy ☐ Girl ☐

Preference 6

Details of any **sibling** already attending the school:

School name

DfES no. Postcode

First name

Surname/ last name

Brother or sister's date of birth Day Month Year

Brother or sister's gender Boy ☐ Girl ☐

Reasons for preferences (optional)

Preference 1

Preference 2

Preference 3

Preference 4

Preference 5

Preference 6

REASONS FOR PREFERENCES

It is important that you check the admission criteria of each school for which you are applying, to see the basis on which the school will give priority.

Please use the box opposite each preference if you wish to state any **exceptional** medical or social reason for applying for a school. You must attach supporting evidence from a relevant professional, for example, doctor or social worker.

You must make your case in full at this stage. Reasons cannot be put forward and considered later under these criteria.

Data Protection Act 1998

Any information parents provide when applying for a school place will be entered on a computerised database. The information is protected by the Data Protection Act 1998, which ensures the information can only be used for defined purposes and can only be passed to specific people.

The defined purposes are:
(i) administering the admissions process as set out in this information booklet
(ii) preventing any fraud or criminal offence or to ensure the safety of any child.

The people who may receive the information are:
(a) the current school (if any)
(b) the school to which the pupil is to be admitted
(c) other admission authorities so as to ensure that parents have provided consistent information and do not hold on to more than one offer of a place
(d) any organisation legitimately investigating allegations of fraud, criminal offences or child protection.