

TRANSFER TO SECONDARY SCHOOL IN SEPTEMBER 2015



City of Westminster

WESTMINSTER COMMON APPLICATION FORM

This form should be completed by **Westminster residents** only for children due to transfer to secondary school in September 2015. If you live outside Westminster you must complete the form available from the borough within whose area you live. Children transferring to secondary school in September 2015 will be in Year 6 of their primary school and their date of birth will normally fall between **1st September 2003 and 31st August 2004**. This form can be used for applications for secondary schools both in Westminster and in other boroughs. Please read the secondary school admissions brochure and the '**Guidance on completing the form**' section on **page 18**. www.westminster.gov.uk/transferring-to-secondary-school.

We recommend you apply online at www.eadmissions.org.uk. If you prefer to complete this paper form, please complete all the information and return the form to the address shown at the end of the form, to be received by **Friday 31st October 2014 at the latest**.

If your child has a Statement of Special Educational Needs or an Education, Care and Health Plan, you should not complete this form. There is a separate process. The Special Needs team can be contacted on Tel: 020 7361 3311.

1. Personal Details

About Your Child Please give details below about your child.

First Name(s)	<input type="text"/>	Surname/Last Name	<input type="text"/>
Date of Birth (dd/mm/yy)	<input type="text" value=" / /"/>	Boy/Girl	<input type="text"/>
Child's Home Address	<input type="text"/>		
	<input type="text" value="Postcode"/>		

This must be the address where the child normally lives. If this is different from the parent/carer address, please give reasons for this. If parents share custody, this must be stated and both addresses shown. We will validate your address using internal Council Tax records. If we are unable to match your details you will be contacted and asked to provide proof of your address and occupancy by a given deadline.

Parent/Guardian Please give your own details here.

Title (eg Mr /Mrs /Miss /Ms etc.)	<input type="text"/>	Initials	<input type="text"/>	Surname/ Last Name	<input type="text"/>
Home Tel no.	<input type="text"/>	Daytime Tel no.	<input type="text"/>	Email address	<input type="text"/>
Relationship to Child (eg mother, father etc)	<input type="text"/>	Council Tax Account Number (if known)	<input type="text"/>		

Other parent/Guardian's details (optional)

Current Primary School

School Name:

Address (if outside Westminster):

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2. Secondary School Preferences

Please write the name and address of up to six secondary schools for which you wish to apply. **You must list the schools in the order you prefer them.** You should include all state maintained schools and Academies (but not fee-paying independent schools), including any schools which are outside the City of Westminster. Your application details will be forwarded to the relevant admission authority as appropriate as part of the Pan-London Co-ordinated Admissions System. Please include the address of each school and the borough in which it is located. You can include the details of any sibling (brother or sister) who is **currently** attending the school below.

1st Preference School			<i>Borough in which school is located</i>
Brothers or sisters attending this school			
<i>Name (First name & Surname)</i>	<i>Date of Birth</i>	<i>Boy/Girl</i>	<i>Relationship to Child (eg brother/sister)</i>
2nd Preference School			<i>Borough in which school is located</i>
Brothers or sisters attending this school			
<i>Name (First name & Surname)</i>	<i>Date of Birth</i>	<i>Boy/Girl</i>	<i>Relationship to Child (eg brother/sister)</i>
3rd Preference School			<i>Borough in which school is located</i>
Brothers or sisters attending this school			
<i>Name (First name & Surname)</i>	<i>Date of Birth</i>	<i>Boy/Girl</i>	<i>Relationship to Child (eg brother/sister)</i>
4th Preference School			<i>Borough in which school is located</i>
Brothers or sisters attending this school			
<i>Name (First name & Surname)</i>	<i>Date of Birth</i>	<i>Boy/Girl</i>	<i>Relationship to Child (eg brother/sister)</i>
5th Preference School			<i>Borough in which school is located</i>
Brothers or sisters attending this school			
<i>Name (First name & Surname)</i>	<i>Date of Birth</i>	<i>Boy/Girl</i>	<i>Relationship to Child (eg brother/sister)</i>
6th Preference School			<i>Borough in which school is located</i>
Brothers or sisters attending this school			
<i>Name (First name & Surname)</i>	<i>Date of Birth</i>	<i>Boy/Girl</i>	<i>Relationship to Child (eg brother/sister)</i>

Brothers or sisters attending secondary school

Please include the details of any siblings who will be attending the school when your child is due to start. If your child has a sibling who attends the same school, he or she may be given priority of admission to that school. For most schools in Westminster, the term "sibling" is defined as a brother or sister, half brother or sister, or step brother or sister whose main residence is at the same address and who will be attending the school at the time of admission. *This does not include siblings that will have left by the time your child is due to start.* For some church schools and schools outside Westminster this definition and degree of priority may be different and you should check the school's individual admission arrangements.

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Supplementary Information Forms

Please note that most voluntary aided schools and selective schools have additional supplementary forms to complete which are available from the schools direct. These forms are necessary for the school governors to determine whether applicants meet their faith or other criteria. If you are applying for a place at one of these schools you **must** also complete the school's supplementary form. Failure to do so will mean that the school governors will not be able to fully consider your application against the school's published oversubscription criteria. The schools in Westminster that require the completion of a supplementary form are listed on **page 21** of the secondary brochure. If you are also applying for schools outside of Westminster, you should check with the individual schools concerned.

3. Other information

Children with Statements of Special Educational Needs

Does your child have a Statement of Special Educational Needs? **YES/NO** (please delete as appropriate)

If yes, you should not complete this form. There is a separate process in place. The Special Needs team can be contacted on Tel: 020 7361 3311.

Children in Public Care (also known as Looked After Children)

Is the child in the public care of a local authority? **YES/NO** (please delete as appropriate)

If yes, please state which Local Authority (borough).

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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.

Children Previously in Public Care (also know an previously Looked After Children)

Was the child previously in the public care of a local authority but ceased to be so because he/she was adopted, or became subject to a child arrangement order or special guardianship order? **YES/NO** (please delete as appropriate)

If yes, you must provide a copy of the adoption order, child arrangement order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

Children of school staff

A small number of schools give priority to children of staff. Please check individual schools' admissions policies for further details. If applying under this priority, please give details below

<i>Name of member of staff</i>	<i>School</i>	<i>Position held at school</i>	<i>Relationship to Child (eg mother/father)</i>

Siblings of former pupils

A small number of schools give priority to siblings of former pupils. Please check individual schools' admissions policies for further details. If applying under this priority, please give details below

<i>Name of former sibling</i>	<i>Child's date of birth</i>	<i>School</i>

Exceptional Medical, Social or Other Grounds

If you feel there are any exceptional medical, social or other needs why your son/daughter should attend one particular school over another, please give details below including which school you are applying for on these grounds. Any case made on these grounds **must** be supported by written specific professional advice (e.g. a letter from your doctor or social worker) as to why admission to that school, rather than any other is necessary. Please note the decision as to whether priority will be given on this basis will be made by the admission authority for the school. Not all schools give priority on this basis. Please refer to further guidance in Primary school brochure on **page 21**.

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Please continue on a separate sheet if necessary

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4. Declaration and Signature of Parent/Carer

- I wish to apply to the schools listed in **Section 2** which I have ranked in my order of preference. I certify that I have parental responsibility and that I am the main carer for the child named in **Section 1** and that the information which I have given is true to the best of my knowledge.
- I understand that if I have knowingly given any false or misleading information on this form or in supporting papers, or have withheld relevant information this may render this application invalid and lead to the withdrawal of an offer of a primary school place for my child.

Parent's/Carer's
Signature

Date:

Using your personal information

Westminster City Council will handle information you have provided in line with the Data Protection Act (DPA) and will be used for school admission purposes. The information will be held in confidence with only the necessary people working within the combined children's services able to access and handle it. The Council has a duty under the Children's Act 2004 to work with partners to develop and improve services to children and young people in the area. As such, the Council may also use this information for other legitimate purposes and may share information (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. For the purpose of validating proof of address for Westminster resident applications, the Admissions Team will refer to data held by internal council tax records. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud. Under the DPA you have the right to make a formal written request for access to personal data held about you or your child. For further information please contact the School Admissions Team.

5. Returning the form

Checklist:

Before returning this form, please ensure that you have:

- Read** the accompanying notes and the secondary school admissions brochure for the borough or county council in which each school for which you are applying is located.
- Checked** that your child's address is within the City of Westminster. If you are unsure, consult your Council Tax details.
- Completed** all relevant sections of this form. If your child has a sibling attending a secondary school, please ensure that you have included details on page 3 of the form.
- Provided** your council tax account number on the form as proof of your address (if known). We will carry out internal checks and will contact you for further proof of address if records do not match.
- Enclosed** any supporting evidence (e.g. a letter from the family doctor/consultant in support of a case made on exceptional medical or social grounds, proof of guardianship etc.).
- Completed** any supplementary forms which may be required. (Please check the admission arrangements for each school for which you are applying to see if a supplementary form is required. Most church and selective schools will require a supplementary form. Completed supplementary forms should be returned directly to the relevant school.
- Indicated** in writing that you would like confirmation that the Admissions Team has received your application.
- Provided** the correct postage on the envelope if you are returning this form in the post.

Please note giving any false or deliberately misleading information given on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn.

IF YOU MOVE ADDRESS AND/OR CHANGE YOUR MIND ABOUT YOUR SCHOOL PREFERENCES YOU MUST CONTACT THE SCHOOL ADMISSIONS TEAM BY TELEPHONE ON 020 7745 6433 OR AT THE ADDRESS BELOW. CHANGES CAN ONLY BE ACCEPTED UP TO THE CLOSING DATE OF 31st OCTOBER 2014.

THE COMPLETED FORM MUST BE RETURNED TO THE SCHOOL ADMISSIONS TEAM, GREEN ZONE SECOND FLOOR, KENSINGTON TOWN HALL, HORNTON STREET, LONDON W8 7NX TO BE RECEIVED BY 5PM ON THURSDAY 31ST OCTOBER 2014 AT THE LATEST.