

# Application form

(Common application form for Community, Free, Church Voluntary Aided Schools & Academies)

## In-year application

**(use this form if you are applying at a time when your child would not normally be due to change school)**

### Please note:

We will check the address you give against council tax records. If you have recently moved and are not yet registered for Council Tax, you will need to send alternative proof of address. Please see page 22 of the primary booklet or page 23 of the secondary booklet.

If you don't provide alternative proof of address with your application it may mean you miss out on a place at your preferred school if other children with confirmed addresses have also applied for places there.



### Data Protection Act

Brighton & Hove City Council is the Data Controller for the purposes of the Data Protection Act 1998 and EU General Data Protection Regulation of May 2018. This means that Brighton & Hove City Council is responsible for making decisions about how your personal data will be processed and how it may be used. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

The purpose for which your data will be processed is to make arrangements for school admissions and home to school transport, establish pupil records to assist schools in administrative matters, track pupil progress, assess pupil entitlement to various benefits and services, and, not least, plan future school places and services.

### The information you provide will be treated confidentially at all times.

The data you provide may be shared with public health as well as being disclosed to CACI International who are the software suppliers of the city council's admissions software. This will be purely for the purposes of system development and it will not be disclosed by them to any third party.

The data you provide will also be shared with the Department for Education.

Security safeguards apply to both manual and computerised held data, and only relevant City Council or school staff can access your information.

You have rights around the information we hold on you, further information on your rights are available on our website. If you have any queries contact the Data Protection Officer: [data.protection@brighton-hove.gov.uk](mailto:data.protection@brighton-hove.gov.uk)

If your child is currently attending a Brighton & Hove School, the school will be informed that you have asked to transfer.



**Brighton & Hove  
City Council**

## **Notes** to help you fill in this form

Full details of the arrangements made by the council for allocating school places are set out in the relevant 'School Admissions in Brighton & Hove' booklets. To help you complete this form a checklist of important points is set out below.

### **Before completing this form, you may want to consider:**

- Visiting any school before making up your mind. Please make an appointment with the school before you go;
- Several alternative schools. You will need to think about how your child will get to school, and the possible costs. Details of the circumstances in which the council is able to help with transport are given in the booklet;
- Any compelling medical or other exceptional reasons for wanting your child to go to one school rather than another. For example, does your child have a particular medical condition? If so, please supply a letter from your family doctor which explains the situation – this is important because it will enable the School Admissions Team to reach an informed decision about your child's school place. For more information see the booklet section 4 titled "The council's admission priorities".

### **1. When you fill in the form, make sure that you give:**

- 1a Your child's full name, date of birth (if you object to your child being allocated a place at a church voluntary aided school please tell us);
- 1b Your child's home address and your telephone number, and email address, if you have one. If you are moving house and this results in a change of preference for a school, you should read the section of the School Admissions Booklet titled "Moving House";
- 1c The address given will be checked against council tax records. If you have recently moved into Brighton & Hove, see page 22 (Primary), or page 23 (Secondary), for proof of address that will be required.
- 1d Up to three different preferences for a school for your child in your order of priority (your chances of receiving your school of preference are not improved by naming the same school more than once). Please note that your listed preferences should include any application you are making to a free, church voluntary aided school, or academy.
- 1e Indicate whether your child has a sibling at one of your preferred schools.
- 1f Indicate if your child has an Education, Health and Care Plan.
- 1g Any special reasons, including medical or other exceptional reasons, for your preference(s). Please remember to attach to the application form any letters in support of your request.
- 1h Indicate if your child is subject to a care order or voluntarily accommodated by a Local Authority.

### **2. How to return this form:**

- i Sign and date the form, giving your full name as the child's parent or carer and making sure that you have attached any supporting evidence;
- ii Return it to  
School Admissions Team,  
Hove Town Hall, Norton Road, Hove, BN3 3BQ.

### **3. The Children Act, 1989**

Under the terms of the Children Act, 1989, married parents or the unmarried mother of a child have parental responsibilities automatically. Other people, including unmarried fathers, step-parents, grandparents and other relations, foster carers, and others, may acquire parental responsibilities in a variety of ways.

If you are uncertain of your parental status, the School Admissions Team will be happy to discuss it with you. Please contact 01273 293653 for information.

# Application form **In-year applications**

Please complete this form in **BLOCK CAPITALS** and **BLACK INK** after reading the notes opposite and the guidance booklet.

See note <b>1a</b> opposite.	Child's Surname	Date of Birth		
	Child's first name	Day /	Month /	Year
See note <b>1b</b> opposite.	Boy <input type="checkbox"/> Girl <input type="checkbox"/> If you would <b>not</b> accept a place at a church school tick this box <input type="checkbox"/>			
	Address			
	Postcode	Phone		
	email			

See note **1c** If less than 6 months at this address or your child attends a private school, please give proof of address. **The above address should be the place where your child usually lives. The address given will be checked against council tax records. Please note that it is an offence to give a false address.**

See note <b>1d</b> Please note that the law allows you to express a preference rather than choose a school.	Present/ Last School	
	<b>Preferred School</b>	
	Please write the names of the schools you would like your child to attend. If you wish to give reasons for this please do so on a separate sheet.	
	First Preference	
	Second Preference	
	Third Preference	
	<b>Date place required</b>	

**Supporting Information** (Please tick box if appropriate)

See note **1e** opposite.  There will be a brother or sister still at one of the schools listed above (please give details below)

Name	Date of birth	School they attend

See note **1f** opposite.  My child has an Education, Health and Care Plan.

There are compelling medical or other exceptional reasons that make it essential for my child to attend \_\_\_\_\_ school. I have attached evidence from a doctor, social worker or other professional explaining why it is essential for my child to attend the school.

See notes **1g** and **h** opposite.  My child is subject to a care order or voluntarily accommodated by a local authority, or used to be but has now been adopted or made subject to a special guardianship order.

Social Worker's name \_\_\_\_\_ Contact no: \_\_\_\_\_

If your child is adopted/subject to a special guardianship order please supply a copy of the adoption certificate or a copy of the order.

**Please note:** you must also complete the questionnaire and sign the form on the next page. If this is not completed, it will be returned to you for completion. This could delay your child's admission to school.

**Please turn over**

**Reasons for transfer (please tick one)**

- |   |  |
|---|--|
| <input type="checkbox"/> 1) House move (within Brighton and Hove) | <input type="checkbox"/> 2) House move (from outside the area) |
| <input type="checkbox"/> 3) Bullying                              | <input type="checkbox"/> 4) Poor behaviour at school           |
| <input type="checkbox"/> 5) Poor performance at school            | <input type="checkbox"/> 6) Disagreement with school staff     |
| <input type="checkbox"/> 7) Other<br>(please specify)             | <input type="text"/>   |

**If you ticked anything except 1) or 2) above, please answer the following:**

Did you discuss the issues with the school?  **No**  **Yes** If yes, please answer the following:

i) Who initiated the contact?  yourself  or the school

ii) Who within the school did you talk to  
(tutor, year head, headteacher etc)

iii) What did the school do  
to support your child?

iv) What did you agree to do  
to support your child?

v) Were you referred to any  
other support agencies?

vi) Why did you finally decide  
to transfer your child?  
(please continue on a  
separate sheet if necessary)

Did you receive any help or advice about school transfer from any of the following?  
(please tick any that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> a) the school                | <input type="checkbox"/> b) Education Welfare Officer          |
| <input type="checkbox"/> c) School Admissions Team    | <input type="checkbox"/> d) Other sections of B&H City Council |
| <input type="checkbox"/> e) Other<br>(please specify) | <input type="text"/>   |

See  
note 2.

**PLEASE RETURN THIS FORM to: School Admissions Team,  
Hove Town Hall, Norton Road, Hove, BN3 3BQ.**

If you have any special medical or other exceptional reasons which support your preference (eg medical conditions, family circumstances, and/or other reasons) it is essential that you submit any supporting evidence with your application form. You must give independent evidence, see the booklet. Please state reasons in this space. (Use an additional sheet if necessary).

See  
note 3.

I have parental responsibility for this child, and all the information given on this form is legal and true.  
**I understand that any offer of a place made as a result of this application may be  
withdrawn if I give false information.**

Signed

Parent/Carer

Date

Print name

Mr/Mrs/Miss/Other