

CHILDREN, EDUCATION AND FAMILIES
PUPIL ADMISSIONS SERVICE SECONDARY SCHOOL APPLICATION FORM 2012/2013

Refer to notes of guidance on the back of this form before completing.
For photocopying purposes, please complete clearly in block letters using black ink.

How we will use your information

The purpose for collecting your personal details on the application is to allow the Council's Admissions Team to process your application. Once the form has been completed the information will be stored in hard copy and on the Admissions Team's electronic database. Access to the information will be on a need-to-know basis and will be archived until 6 years after their 18th birthday (before being securely disposed of). The Council may share information about you in certain circumstances where the law allows. This could include sharing with other authorities and schools in order to process your admission application; or with external statutory bodies for the purposes of child protection or criminal investigations. Any sharing will always be done fairly and securely.

Applications will normally be processed on the basis of the home address for the child at the time of application and offer. The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. The adult with whom the child is 'ordinarily resident' would receive the child benefit for the child.

Please include your Council Tax Reference Number. The Admissions Team will cross reference the address you give on your application form against information we already hold about you within our Council Tax records.

SECTION 1

Surname of Pupil: **First Names:**

Date of Birth:
DAY MONTH YEAR **Gender: Male** **Female**
(please tick as appropriate)

Name(s) of parent(s) or adult(s) with parental responsibility

Title (Mr/Mrs/Ms/Miss)	Initials	Surname	Daytime Tel No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Current Address at time of application:
 Post Code:

Home Telephone Number: **Email:**

Council Tax Reference Number:

Name of Current School:

Address of school if outside Thurrock:

Relationship to pupil:

Do you have parental responsibility for this child? **Yes** **No**

Does this child have a statement of Special Educational Needs? **Yes** **No**

Is this child 'looked after' by a Local Authority? **Yes** **No**

If Yes, which Local Authority?

If you have an older child who will still be attending one of the schools you have nominated in September 2012, please give details below:

Name	Gender	Date of Birth	School Attending
<input type="text"/>	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="text"/>	<input type="text"/>

SECTION 2 PLEASE INCLUDE ANY SCHOOLS OUTSIDE THURROCK
YOU WISH TO APPLY FOR INCLUDING GRAMMAR SCHOOLS

Order of Preference	Name of School	FOR OFFICE USE ONLY	
		Criteria	Distance
1st preference			
2nd preference			
3rd preference			
4th preference			
5th preference			
6th preference			

If a place cannot be offered at any of the above-named schools, a place will be offered at the nearest school that has a space available.

Logged	
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SECTION 3

a) Does your child have a medical reason why he/she should be given priority for admission to one of the school(s) in Section 2. Please give details below and attach doctor's letter/certificate, or other professional advice, e.g. social worker.

b) Does your child have a social reason why he/she should be given priority for admission to one of the school(s) in Section 2. Please give details below:

c) If there are any other reasons why your child should be given priority, please give details below:

Declaration:

I confirm that the information given on this form is correct; and that I understand the way in which places will be allocated.

Name of parent or adult with parental responsibility **(IN BLOCK CAPITALS PLEASE):**

Signature of parent/carer:

Date:

PLEASE NOTE

IF YOUR CHILD ATTENDS A SCHOOL OUTSIDE OF THE THURROCK AREA, please return the form direct to Thurrock Council, Children, Education and Families, PO Box 118, Grays RM17 6GF
BY THE CLOSING DATE OF 31st OCTOBER 2011

FOR CHILDREN ATTENDING A THURROCK PRIMARY SCHOOL.

RETURN TO THE SCHOOL BY 21ST OCTOBER 2011. THIS WILL ALLOW THEM SUFFICIENT TIME TO RETURN THE FORM TO PUPIL ADMISSIONS TO MEET THE CLOSING DATE OF 31ST OCTOBER 2011.

NOTES OF GUIDANCE

PLEASE READ CAREFULLY BEFORE COMPLETING THE APPLICATION AND RETAIN FOR YOUR FUTURE REFERENCE

Thurrock Council is co-ordinating the procedure for admission to all secondary schools in September 2012.

If you are a parent or adult with parental responsibility for a child in year 6 you need to apply for a secondary school place **before the closing date of 31st October 2011**. Before completing this application form please read the booklet carefully.

The completed form should be returned to The Admissions Team to meet the closing date of 31st October 2011.

If you are applying for a place at Grays Convent School you will require a supplementary information form. This form can be obtained by contacting the school, or from Thurrock Council's website at www.thurrock.gov.uk/admissions. The form, together with any other evidence **MUST be sent directly to the school.**

Please do this as soon as possible, and no later than the closing date. Forms received after that date will be treated as a late application. This means there will be far less chance of your child being offered a place at a school you want.

If you need help in completing this form, please contact the Admissions Team on 01375 652883.

FOR PHOTOCOPYING PURPOSES, PLEASE COMPLETE THE FORM CLEARLY IN BLOCK LETTERS USING BLACK INK

When completing Section 2, please name all schools you are applying for whether academy, foundation, trust or voluntary aided.

You can express a preference for up to 6 schools.

PLEASE NOTE THAT THESE MUST BE LISTED STRICTLY IN YOUR ORDER OF PREFERENCE.

Places will be allocated strictly in accordance with each school's admissions criteria. You need to take this into consideration when nominating your preferred schools.

continued overleaf

Please look carefully at the information provided as to how many places were allocated under each admissions criterion the previous year. This will give you a guide as to the likelihood of your child being offered a place. Please note, naming only one school, or naming the same school more than once, will not increase your chance of being offered a place.

It is important to make sure that the information you provide is factually correct. This will make it possible to allocate places in accordance with the published admissions criteria for the schools concerned.

Changing address

If you are moving to a property with the intention of this being your permanent home address, and you are buying the property a letter from your solicitor stating that you have exchanged contracts will suffice. If you are renting a property a copy of the rental agreement will be required. The agreement must cover the relevant offer date. Normally, changes to address will only be used up to 16th December 2011.

We need to check the address you provide is valid to help prevent fraudulent applications.

The Authority may withdraw the offer of a school place if the residence is not valid or it is discovered that false information has been supplied. Giving false information could lead to prosecution.

Late applications

Applications received after 31st October 2011 will be considered as a "late application" and will not be processed until after all applications that met the closing date. This means that you may not get any of your preferred schools and will be allocated to the nearest school to your home address with a place.

The only exceptions to this may be cases where a parent can provide evidence they could not have applied before the closing date due to exceptional circumstances. Such cases should be submitted in writing and will be considered by the Admissions Team in liaison with the admissions authority as being an on-time application but only up to 16th December 2011.

**THE AUTHORITY MAY WITHDRAW THE OFFER
OF A PLACE IF IT IS DISCOVERED THAT FALSE
INFORMATION HAS BEEN PROVIDED.**