

Admission to Secondary Schools 2018/19 Application Form

FOR OFFICE USE

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Please return this completed form to your child's primary school or apply online at www.lancashire.gov.uk/schools by Tuesday 31 October 2017

Part 1 – Information (PLEASE USE BLOCK CAPITALS AND COMPLETE IN BLACK INK)

- Name of child Surname _____ Forename(s) _____
- Date of birth ____ / ____ / ____ Boy Girl Twin/Triplet (please tick)
- Primary school _____ Tel no _____
- (a) Name of parent(s)/guardian(s) _____
(b) Address _____
Postcode _____ Tel no _____ Email _____
- Which council charges Council Tax for the address where your child lives?

- If the child is not living permanently with the above parent(s)/guardian(s) please give:
(a) Name of person child usually lives with _____
(b) Address _____
Postcode _____ Tel No _____
Date when the child started living with person at address in 6(b) ____ / ____ / ____
If there is a shared parenting arrangement both parents must confirm the details of this at the outset at part 13 of this form (see the secondary admission booklet, Section 2, paragraph H).
- Details of siblings who will be attending secondary school on 1 September 2018. *(Brothers and sisters, stepchildren, half brothers and sisters, adopted and foster children living with the same family at the same address.)*

Name(s)	Date of birth	School	Female	Male
_____	____ / ____ / ____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	____ / ____ / ____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	____ / ____ / ____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Part 2 – Additional Information

- Does the child have a final statement for special needs? Yes No (Education, Health and Care Plan)
Is the child known to an Educational Psychologist? Yes No
- Do you consider your child to have a disability? Yes No Description _____
- 10a. Is the child in care to any local authority? Yes No
- 10b. Was the child formerly in care and now adopted? Yes No
- 10c. Is there a residence, guardianship or accommodation order? Yes No
Name of relevant Local Authority _____
Name of Social Worker _____ Tel No _____
11. Is the child subject to a private fostering arrangement? Yes No
Contact agency _____ Tel no _____
12. Does a parent/guardian work at any of your school preferences? Yes No
Name School
Name School

13.. Additional information to support your application may be provided. This can be medical, social or welfare information relating to the pupil and / or the family. Evidence from an appropriate professional (eg doctor, health visitor, social worker) can be attached. Please continue on a separate sheet if necessary.

*** Do not include Religious information in this section (see below).**

Part 3 – Statement of Preferences

Please state clearly your 3 secondary preferences for the child. All secondary preferences will be considered equally. You are therefore **strongly advised** to use all 3 preferences and to name 3 different establishments. Where more than one offer would be possible the school which has an available place and which you have ranked highest priority will become the single offer. **Your list of preferences may include schools within or outside Lancashire. Your preferences may include Community and Voluntary Controlled Schools, Voluntary Aided Schools, Free Schools, Foundation Schools and Academies. Independent / Private Schools must not be included.**

I/We being the parent(s)/guardian(s) of the child named in part 1 would prefer him/her to be considered for admission to the following secondary schools / academies in priority order:

First _____

Second _____

Third _____

*Do you have any religious affiliation? YES/NO Is your child baptised Catholic? YES/NO
If YES you should contact any Voluntary Aided, Foundation school or Academy which is included as a preference and obtain their supplementary information form (this is in addition to the formal application process).

THIS APPLICATION FORM IS FOR COMPLETION ONLY BY PARENTS RESIDENT IN LANCASHIRE. PLEASE RETURN BY TUESDAY 31 OCTOBER 2017.

14. Signature(s)

I/We have read the secondary school information for parents and certify that the information given on this form is correct. The Local Authority reserves the right to verify the information given on this form. Any offer of a place will be on the basis that the information provided is accurate.

Parent(s)/Carer(s) _____ Date _____

Parent(s)/Carer(s) _____ Date _____

If you apply on a paper form it is your responsibility to ensure that this is submitted to a Lancashire primary school or to the Local Authority by Tuesday 31 October 2017. Please ask for a receipt.

Notes for information

Before completing an application all parents are strongly advised to read the secondary school admissions information on the Lancashire County Council web pages at www.lancashire.gov.uk/schools
If you need advice on how to complete an application please contact your Area Education Office.



When you apply online at www.lancashire.gov.uk/schools you will:-

- Receive an email acknowledgement when you press the submit button
- Be able to change your application up to the closing date
- Be able to view your offer on the offer date (no offer letter)

PLEASE PRESS THE "SUBMIT" BUTTON EACH TIME YOU VIEW YOUR ONLINE APPLICATION. (EVEN IF NO CHANGES ARE MADE).

Timetable for Lancashire Secondary Admission 2018/19

The arrangements for the transfer of pupils to secondary schools in September 2018 will, as far as possible, conform to the following timetable.

Monday 4 September 2017	Online application system goes live at www.lancashire.gov.uk/schools Please remember to press the "submit" button <i>every time</i> you leave the online system.
Tuesday 31 October 2017	National closing date for applications (statutory).
During this period all applications are processed and all preferences are considered against the published admissions policy. Where schools are over-subscribed, decisions are made as to which children should be offered the available places. The Local Authority will liaise and exchange information with all other Admission Authorities including neighbouring Local Authorities. The allocation and offer of a secondary place is finalised.	
Thursday 1 March 2018	Offers issued to parents.
Friday 9 March 2018	Return of request for appeal forms/place on reserve (waiting) lists.
Week commencing 12 March 2018	Distribution to parents of appeal forms.
Friday 30 March 2018	Appeal submission deadline* First round of hearings.
By Friday 29 June 2018	Appeals submitted by the deadline* heard by independent appeal panel.
* Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues etc.	

**PLEASE NOTE: THE CLOSING DATE FOR APPLICATIONS IS
TUESDAY 31 OCTOBER 2017**