

DATE
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FOR OFFICE USE ONLY

COMMON APPLICATION FORM
– FOR A PRIMARY SCHOOL
PLACE IN SEPTEMBER 2018



**Northamptonshire
County Council**

This common application form should only be completed by Northamptonshire residents who are applying for a primary school place for September 2018. This could be either for admission to reception, or for transfer from infant to junior school. Before you complete the form, please read the “Applying for a Primary School Place in Northamptonshire 2018-2019” booklet which is online at www.northamptonshire.gov.uk. Completed forms should be signed and returned to: **School Admissions, Northamptonshire County Council, One Angel Square, Northampton, NN1 1ED.**

WE STRONGLY RECOMMEND THAT YOU ENCLOSE A STAMPED ADDRESSED ENVELOPE WITH YOUR FORM IN ORDER TO RECEIVE A RECEIPT. REMEMBER TO USE THE CORRECT POSTAGE.

The closing date for applications is MONDAY 15th JANUARY 2018 (5pm)

1. Child's details

Please use black ink and **BLOCK CAPITALS**.

Legal surname/
last name

First
name

Middle
name(s)

Male Female
Please cross

Day Month Year
Child's exact
date of birth

2. Children in public care

Is the child in public care of a local authority?
If yes, please state which local authority (in the box below). Yes No

Or was the child previously in public care but immediately
after this became subject to an adoption, residence/child
arrangements order or special guardianship order? Yes No

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.

3. Special Educational Needs

Does your child have an **Education, Health and Care (EHC) Plan** or a **Statutory Statement** of Special Educational Needs? Yes No

4. Child's home address

This must be the address where the child normally lives. Please refer to the definition of home address in the “Applying for a Primary School Place in Northamptonshire 2018-2019” booklet. If there will be a change of address before closing date **Monday 15th January 2018** please contact school admissions at the address on the top of this form.

First line of
child's home address

Second line of
child's home address

Town/city

County

Post code

Is your child a member of a Service (UK Armed Forces) Family or a Crown Servant Family? Yes No

5. Current School or Nursery

Name

Post code

6. School preferences

Please state up to 3 preferences for the schools for which you wish to apply. For each of your 3 preferences clearly write the school name, DfE number and postcode. You must list the schools in the order you prefer them.

The DfE numbers, postcodes and school names for all primary schools in Northamptonshire can be found in the individual school pages in the "Applying for a Primary School Place in Northamptonshire 2018-2019" booklet.

Please note: some schools require you to complete a **supplementary information form (SIF)**; check the admission criteria in the "Applying for a Primary School Place in Northamptonshire 2018-2019" booklet and ensure you complete and return any relevant forms for your 1st, 2nd and 3rd preference schools directly to the schools.

We will always try to place your child at your 1st preference school; however, with some of the popular schools it is not always possible. To help you decide how to use your preferences, please refer to your copy of "Applying for a Primary School Place in Northamptonshire 2018-2019" booklet.

Please include the name, date of birth and gender of any sibling(s) who will be attending the school or the linked junior school in September 2018. **Please refer to the useful information box on this form for a more detailed explanation of the term 'sibling'.**

The box below each preference may be used if you wish to state reasons for any of your preferences.

Preference rank

School name

DfE no.

–

Post code

Do you have an older child already attending this school?

Yes

No

Please see the definition of brother or sister (sibling) in **Useful Information** at the end of preference ranking.

Provide details of **the youngest brother/sister** already attending the school:

Surname

Brother/sister's **gender** and **date of birth**

First name

Male Female

Day

Month

Year

Reasons for preference

School name

DfE no.

–

Post code

Do you have an older child already attending this school?

Yes

No

Please see the definition of brother or sister (sibling) in **Useful Information** at the end of preference ranking.

Provide details of **the youngest brother/sister** already attending the school:

Surname

Brother/sister's **gender** and **date of birth**

First name

Male Female

Day

Month

Year

Reasons for preference

3

School name								
DfE no.		-		Post code				
Do you have an older child already attending this school? Please see the definition of brother or sister (sibling) in Useful Information at the end of preference ranking.					Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Provide details of the youngest brother/sister already attending the school:								
Surname				Brother/sister's gender and date of birth				
First name				Male M	Female F	Day DD	Month MM	Year YY
Reasons for preference								

Useful Information

Sibling

For Community and Voluntary Controlled Schools the definition of a brother or sister (sometimes referred to as a "sibling") is:

- **A brother or sister living at the same address as the applicant (within a family unit) including adopted children, step-brothers, step-sisters and children in foster care.**

Please note that the definition of a sibling may differ slightly for individual schools who are their own admissions authority e.g. Academies etc. See sibling definition in individual criteria for these schools.

If you have more than one sibling at the preferred school, please provide details of the youngest sibling who will still be attending the school in September 2018.

If you are making a preference for an infant school, please provide details of the youngest sibling continuing at that infant school or linked junior school in September 2018.

It is a parent's responsibility to inform us if there is a sibling link. If you do not include details of your child's older brother or sister we can not consider your child under the sibling criterion when applying the admissions criteria.

7. Parent's/Carer's details

Title		Initials	
Surname			
Relationship to child	Mother <input checked="" type="checkbox"/>	Father <input checked="" type="checkbox"/>	Step parent <input checked="" type="checkbox"/>
	Foster parent <input checked="" type="checkbox"/>	Social worker <input checked="" type="checkbox"/>	Other family member <input checked="" type="checkbox"/>
	Other contact <input checked="" type="checkbox"/>	Other relative <input checked="" type="checkbox"/>	
Home tel no.	0		
Daytime tel no.	0		
Mobile no.	0		
E-mail address			

8. Council Tax details

Borough/District to which Council Tax is paid on the property where the child resides.

Please turn over to complete form

Information contained in this form is personal data. It will be held in a computer and is subject to the Data Protection Act 1998. If you have applied to an Academy, Foundation, Voluntary Aided, Free School or other LA's school, information on this form will be shared with them.

Checklist: Before returning this form, please ensure that you have:

- Read 'Applying for a Primary School Place in Northamptonshire 2018-2019' booklet;
- Checked that your child's home address is within Northamptonshire;
- Completed all relevant sections of this form;
- Completed any supplementary information forms which may be required and returned them to the appropriate school.

This completed common application form should be signed and returned to: **School Admissions, Northamptonshire County Council, One Angel Square, Northampton, NN1 1ED. The closing date is 15th January 2018 at 5pm.**

Terms and Conditions

- I wish to apply for a place at each of the schools named in Section 6, and I have listed these schools in my order of preference;
- I certify that I am the person with parental responsibility for the child named in Section 1 who lives in Northamptonshire, and that the information given is true to the best of my knowledge and belief;
- I understand that any fraudulent or deliberately misleading information given on this form, and/or in any supporting information, may render this application invalid, and may lead to the offer of a place being withdrawn;
- I understand that the School Admissions Team may need to share the information on this form with other professionals within NCC (in matters relating to education);
- I have read the information in the booklet entitled "Applying for a Primary School Place in Northamptonshire 2018-2019" which is available online at www.northamptonshire.gov.uk (internet access to view this is available at libraries);
- I understand that to obtain a receipt for this form I must enclose a stamped addressed envelope with this form;
- I understand that the NCC cannot be held responsible if the application is late either because of delays in the postal system or because I have not used the correct postage;
- I understand that, if I have made more than one application, NCC will use the latest dated (most recent) application when allocating a school place. Any previous offer of a school place will be removed if a preference can be offered from this subsequent application.

Please indicate the number of additional information sheets included with this application:

9. Declaration and signature of Parent/Carer

Date

Capita ONE Privacy Note

Why do we collect personal data?

Northamptonshire County Council (NCC) and commissioned services collect personal data so we can provide education and children's services to you and your family; to monitor our work; to report on progress made; and to let us fulfil our statutory obligations and statutory returns as set by the law.

How will we use and protect personal data?

All personal data we collect complies with the data protection principles, as stated in the Data Protection Act 1998 (DPA) and NCC's Data Protection Registration with the Information Commissioner's Office; for full list please check this website: <https://ico.org.uk/ESDWebPages/DoSearch?reg=165079>

The personal data we collect may be held as an electronic record on data systems managed by or on behalf of Northamptonshire County Council or as a paper record. The records are only seen by staff who need the personal data so they can do their job. The security of the data follows NCC policies on Information Management.

We make every effort to keep personal data accurate. If you tell us of any changes in circumstances, we will update the records with the personal data you choose to share with us.

We will keep personal data for no longer than is necessary. Sometimes, the law sets the length of time personal data must be kept.

So we can provide the right services at the right level, we may share personal data within county council services or with relevant organisations in line with NCC data registration, please see link above. Where this is necessary we will comply with all aspects of the Data Protection Act 1998.

Your rights

You have the right to ask us to stop to collect, use, disclose and retain your personal data in relation to any services provided by the council. However, this may stop us delivering a service to you and your family. Where possible, we will do as you ask, but we may need to collect, use, disclose and retain personal data to comply with legal requirements. If you find that the personal data that we hold about you and/or your family is no longer accurate, you have the right to have this corrected. Please contact the service holding the personal data or our Customer Services Centre for this.

Further information

We keep our Information Management policies under regular review and place any updates on Northamptonshire County Council website.

This privacy notice was updated in April 2016.

If you would like further information about the personal data we hold, or if you have a complaint about how the personal data has been used, please contact:

Freedom of Information and Data Protection Team, Northamptonshire County Council, One Angel Square, Northampton, NN1 1ED
freedomofinformation@northamptonshire.gcsx.gov.uk

To be signed by the service user for the collection of their own data and/or when consenting on behalf of a child for whom the adult has legal responsibility.

I confirm that I have read and understood the above statement.

I agree that, by using these services, I am accepting the terms of this Privacy Notice and consenting to the collection, use, disclosure and retention of my personal data, and the children/young people named on this form, as described in this Privacy Notice.

Details of person signing Privacy Notice:

Name Date of Birth

Signature Date of signature

Signature of 'sibling link' if that child is over 16:

Signature Date of signature