

SECTION 3 – YOUR DETAILS

<p>Details of person with legal parental responsibility for this child who is completing this form</p>	<p>Full name:</p> <p>Relationship to child:</p> <p>Home telephone number:</p> <p>Mobile:</p> <p>Email:</p> <p>Current address:</p> <p>How would you like to learn about the school allocated to your child?</p> <p><input type="checkbox"/> Email <input type="checkbox"/> Letter</p>
<p>Help completing application form</p>	<p>Are you getting help to complete this form? If yes, please tell us:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Name of organisation:</p> <p>Name and contact details of assistant:</p>
<p>Previous address (if you have moved)</p>	<p>House number: House name:</p> <p>Street:</p> <p>Town:</p> <p>County: Post code:</p>
<p>Proposed new address (if you are moving)</p> <p>Evidence of move may be needed.</p> <p>Please tell us if there are any changes to these plans as this may affect the allocation of a school place</p>	<p>House number: House name:</p> <p>Street:</p> <p>Town:</p> <p>County: Post code:</p> <p>New home telephone number:</p> <p>Anticipated date of move:</p>

SECTION 5 – SCHOOL PREFERENCES

You must state a preference for at least one school. You may list up to three school preferences. Please rank them, with the school you prefer most as first choice. If applying for a faith school or Devonport High School for Boys, you may need to complete a supplementary information form available from the school direct. Please see the guide for parents booklet.

First preferred school	School name:	
Reason for preference		
Second preferred school	School name:	
Reason for preference		
Third preferred school	School name:	
Reason for preference		

SECTION 6 – FAIR ACCESS

Once received, your application form will be reviewed in line with Plymouth City Council's Fair Access Protocol and we may need more information to fully understand your child's circumstances.

Please tick any of the following statements that apply to this application:

<input type="checkbox"/> Application is for admission to Year 11 of a mainstream school (A)	<input type="checkbox"/> Child returning from the criminal justice system (A)
<input type="checkbox"/> Traveller child (A)	<input type="checkbox"/> Child of refugees or asylum seekers (A)
<input type="checkbox"/> Homeless child (A)	<input type="checkbox"/> Child who is a carer (A)
<input type="checkbox"/> Child with special educational needs (but without an education Health Care Plan (EHCP) (A)	<input type="checkbox"/> Child with English as an additional language (A) Please specify
<input type="checkbox"/> Child of UK Service personnel (A)	<input type="checkbox"/> Child known to other agency/agencies (A)
<input type="checkbox"/> Child has been out of education for two school months or more (A)	<input type="checkbox"/> Child unable to find a place following a move to the area because of a shortage of places (A)
<input type="checkbox"/> Child withdrawn from school after fixed term exclusions and unable to find another place (A)	<input type="checkbox"/> Child without a school place and with a history of serious attendance problems (85 per cent or less) (A)
<input type="checkbox"/> Child currently attending a Pupil Referral Unit (R)	<input type="checkbox"/> Child with unsupportive family backgrounds, where a place has not been sought (R)
<input type="checkbox"/> Child with a conviction or caution for criminal behaviour in the previous two years (R)	<input type="checkbox"/> Child permanently excluded or with a managed transfer within the last two years (R)
<input type="checkbox"/> Child who has attended two or more primary schools - no change of address (R)	<input type="checkbox"/> Child who has attended two or more secondary schools - no change of address (R)
<input type="checkbox"/> Child with three or more fixed term exclusions or a total of 15 days within one academic year (R)	<input type="checkbox"/> None apply

SECTION 7 – UK SERVICE FAMILIES

Please only complete this section if the parent/carer is a member of the UK service personnel (UK Armed Forces)

Please provide the name of the parent/carer in the UK Armed Forces	
What is the relationship of the child to the person named above?	
Does the child normally live the person named above?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the person named above been recently posted to the area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide evidence of the posting. We cannot allocate a place in advance of a posting without this information.	<input type="checkbox"/> I will forward an official letter that declares a relocation date and a Unit postal address or quartering area address.

SECTION 8 – ADDITIONAL INFORMATION

A Does your child have an EHCP?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
B Does your child have any serious medical, physical or psychological needs? Evidence needed.	<input type="checkbox"/> Yes <input type="checkbox"/> No												
C Is the child in the care of a local authority either now or immediately prior to adoption e.g. fostered? Supporting evidence needed.	<input type="checkbox"/> Yes <input type="checkbox"/> No												
Name of local authority:													
D Do you have legal parental responsibility for the child named in this application? If there are any court orders relating to the Legal Parental Responsibility for this child please provide a copy.	<input type="checkbox"/> Yes <input type="checkbox"/> No												
E Have you informed everyone with Legal Parental Responsibility for this child that this application is being made?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
F Does the child named in this application normally live with you?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
G Does the child have sibling(s) living at the same address? (You must make a separate application for each child)	<input type="checkbox"/> Yes <input type="checkbox"/> No												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name of child</th> <th style="width: 20%;">Date of birth</th> <th style="width: 50%;">Name of school currently attending</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of child	Date of birth	Name of school currently attending										
Name of child	Date of birth	Name of school currently attending											
If you are applying for a school place for more than one child would you be prepared to split them between different schools if we are not able to offer them a place in the same school?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
Please note: If you select 'no' you may be allocated a school further from your home address for your children and you may not be eligible for assistance with travel costs.													

H FOR YEAR 9 to 11 PUPILS ONLY: Please give details of GCSE or other qualifications being studied (continue on separate sheet if necessary):

Subject	Exam Board	Subject	Exam Board

Please note that if you are considering moving your child in these year groups, there may be considerable difficulty matching the curriculum and difficulties with space in specific teaching groups in subjects that limit the number of pupils that can be safely accommodated e.g. science and technology, or where courses are full with applicants already at the school.

SECTION 9 – DECLARATION

Privacy and data protection

The Council is collecting your personal data and school preferences for the purpose of an application for admission to a school.

All information provided for your application may be processed and kept by your current school; your preferred school(s); other local authorities/schools who may administer applications for your preferred school(s); school appeal panels and administrators in the event of refusal of a school place; other people with parental responsibility for the child to which the application relates; other departments within or outside the council who deal with matters connected to or ancillary to your child; government departments for statistical purposes and other agencies for the prevention and detection of fraud.

PCC will only keep your information until the end of the academic year that your child’s entry cohort reaches the date to cease compulsory education. We will never share or use your information for marketing purposes. Your information will be stored and processed in line with the principles of the Data Protection Act 2018. You have certain rights under the Data Protection Act and the EU General Data Protection Regulations (GDPR), which include the right to access, rectification and erasure. To enforce these rights or enquire about any other aspects of data protection, please contact the Data Protection Officer, Plymouth City Council, Ballard House, West Hoe Road, Plymouth PL1 3BJ.

Email: dataprotectionofficer@plymouth.gov.uk

PCC is registered as a data controller with the Information Commissioner’s Office (registration number: Z7262171).

The Council’s Privacy notice for this service can be found at:

www.plymouth.gov.uk/aboutwebsite/privacypolicy.

Note:

If your application is completed on behalf of someone else or personal details or contact data about a third party are provided, then it is your responsibility to make sure that you have informed the other person of what you have told the Council (not applicable for complaints or investigations).

Each individual school will have its own privacy notice and you should make sure that you are aware of their policy in this respect.

Declaration

The information I have given in respect of this application is correct to the best of my knowledge and belief. I understand that if I have provided false information or a false accommodation address, any allocated school place may be withdrawn.

The law requires that everyone with parental responsibility for a child can contribute to decisions about the education of the child. The Council assumes that in signing this form you are saying that everyone who is entitled to participate in the decision agrees this application should be lodged.

I have read the guide for parents booklet

I understand that it is recommended that I visit the school(s) I have applied for

Person with Legal Parental Responsibility for this child to sign

Signature

Print full name (including title)

Date of signing

Relationship to child
