

EVERYONE MUST COMPLETE THIS FORM

Primary Common Application Form: September 2019 – for applications to Year R only at an infant or primary school

If you live in Plymouth and wish to apply for a primary school place, read the guide for parents, complete this application form and return it by Tuesday 15 January 2019 at the very latest to either a Plymouth primary school or Plymouth City Council at the address below. You may nominate up to three schools in rank order and give your reasons overleaf. Some schools may require you to complete a supplementary information form – refer to the individual schools' admission policy. Plymouth City Council reserves the right to withdraw the offer of a school place where an applicant has knowingly provided false or misleading information; and to share the information provided on this form within the Council, with other admission authorities and with others with parental responsibility for the child.

Name of child (block capitals please)		Sex (M or F)	Date of birth		
Surname			Day	Month	Year
First name		Middle name			
Child's home address - normal place of residence					
Postcode					
Telephone number					
Email address					
Nursery or pre-school					

Please tick the box if the child named above has a EHCP or is undergoing statutory assessment

Please tick the box if the child named above is in the care of a local authority or classed as 'Looked After' (see glossary on p7)

I would like my child to be allocated a place at one of the following schools (in rank order)	
1st ranked preference infant or primary school	
2nd ranked preference infant or primary school	
3rd ranked preference infant or primary school	

The law requires that everyone with parental responsibility for a child can contribute to decisions about the education of the child. The local authority will assume that in signing this form you are saying that everyone who is entitled to participate in the decision agrees that this application should be lodged. It will also be taken that you have read the guide for parents.

Your name			
Your signature		Date	
What is your relationship to the child named in this application?			

Does the child named in this application normally live with you? (refer to glossary) Yes No

I confirm that I have read the guide for parents

Please also complete the other side of this form and return it to the child's primary school (if in Plymouth) or direct to School Admissions, Education, Participation and Skills, Plymouth City Council, Windsor House, Tavistock Road, Plymouth PL6 5UF Telephone: 01752 307166

For each school nominated overleaf, please list below any older brothers or sisters who already attend the school (or linked Junior school). You may also give your reasons for nominating each school. If you wish to claim exceptional medical or social need, you must read the individual school's admission criteria to see if this is possible and you must provide evidence. Please continue on a separate sheet of paper if necessary.

Name your 1st ranked preference infant or primary school:	
Name any older brothers or sisters attending this school	Date of birth
Reasons for preferring this school:	

Name your 2nd ranked preference infant or primary school:	
Name any older brothers or sisters attending this school	Date of birth
Reasons for preferring this school:	

Name your 3rd ranked preference infant or primary school:	
Name any older brothers or sisters attending this school	Date of birth
Reasons for preferring this school:	

Please now check that you have signed and dated the form (overleaf) before returning it.

Privacy and data protection

Plymouth City Council is collecting your personal data for the purpose of an application for admission to a school. We undertake to ensure that your personal data will only be used in accordance with our privacy notice which can be accessed at www.plymouth.gov.uk/websitetermsandconditions/privacypolicy/privacynotices. The Data Protection Officer can be contacted at dataprotectionofficer@plymouth.gov.uk. PCC is registered as a data controller with the Information Commissioner's Office (registration number: Z7262171).

Note: Individual schools/agencies will have their own privacy and data protection statement. You should make sure that you are aware of their policy in this respect.