## Application form

(Common application form for Community, Free, Church Voluntary Aided schools and Academies)

For children applying for

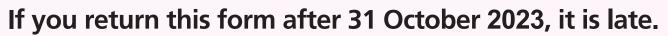
## Year 7

(first year of secondary school)

in September 2024



Any information required by any church voluntary aided school for which you are applying must be handed in by the same deadline to the school in question.



In this case please return to the School Admissions Team, Hove Town Hall, Norton Road, Hove, BN3 3BQ.

You can apply online at

www.brighton-hove.gov.uk/schooladmissions





## **Notes** to help you fill in this form

Full details of the arrangements made by the council for allocating school places are given in the booklet 'Secondary School application guide 2024-2025'.

To help you complete this form a checklist of important points is set out below.

#### Before completing this form, you may want to consider:

- Getting a feel for the schools in your area, details of opportunities to visit the schools will be available on the schools websites.
- Several alternative schools. You will need to think about how your child will get to school, and the possible costs. Details of the circumstances in which the council is able to help with transport are given in the booklet;
- Any compelling medical or other exceptional reasons for wanting your child to go to one school rather than
  another. For example, does your child have a particular medical condition? If so, please supply a letter from your
  family doctor which explains the situation this is important because it will enable the School Admissions Team
  to reach an informed decision about your child's school place. For more information see Section 4 (and Section
  5 for own admission authority schools) in the booklet.
- Which catchment area are you in? See the booklet or contact the school admissions team for information.

#### 1. When you fill in the form, make sure that you give:

- 1a Your child's full name and date of birth.
- Ib Your child's main home address and your telephone number, and email address. If you provide an email address you will receive your decision by email rather than letter. If you are likely to be moving before September 2024 and if this might result in a change of preference for a school, you should read Section 7 of the School Admissions Booklet titled "Moving House";
- 1c The address given will be checked against council tax records. If you have recently moved into the area, see Section 7 for proof of address that will be required.
- Id The name of your child's present school;
- Up to three different preferences for a school for your child in your order of priority (your chances of receiving your school of preference are not improved by naming the same school more than once).Please note that your listed preferences should include any application you are making to a church voluntary aided school, free school, academy or to a maintained school outside Brighton & Hove.
- 1f Indicate whether your child has a sibling at one of your preferred schools.
- Ig Indicate if your child has an Education, Health and Care Plan.
- Ih Any special reasons, including medical or other exceptional reasons, for your preference(s). Please remember to attach to the application form any letters in support of your request.
- Ii Indicate if your child is looked after by a local authority, or was looked after in England or elsewhere and is now adopted, or subject to a special guardianship or arrangement order. Please attach proof of your child's status to the application form.

#### 2. How to return this form:

- i Sign and date the form, giving your full name as the child's parent or carer and making sure that you have attached any supporting evidence;
- ii Return it to a school official at your child's present school by 31 October 2023 (or to the School Admissions Team by the same date). Parents are responsible for ensuring that the form is handed in to a school official, or to the School Admissions Team. You should obtain confirmation of the receipt of your form, if required. If the form is returned after the closing date it should be sent to; School Admissions Team, Hove Town Hall, Norton Road, Hove, BN3 3BQ.

#### 3. The Children Act, 1989

Under the terms of the Children Act, 1989, married parents or the unmarried mother of a child have parental responsibilities automatically. Other people, including unmarried fathers, step-parents, grandparents and other relations, foster carers, and others, may acquire parental responsibilities in a variety of ways. If you are uncertain of your parental status, the School Admissions Team will be happy to discuss it with you. Please contact 01273 293653 for information.

# Application form for **Year 7** September 2024 Please use BLOCK CAPITALS and BLACK INK after reading the notes opposite and the guidance booklet.

ee note <b>1a</b>	Child's Surname			Date of Birth	Day ,	Month	/	Year
opposite					Pov.			
	Child's first name				Boy	Girl		
ee note <b>1b</b> opposite	Address							
	Postcode			Phone				
	email							
See note <b>1c</b>	The above address should be the place where your child usually lives. The address given will be checked against council tax records. Please note that it is an offence to give a false address.							
	December Colons I							
ee note 1d	Present School							
Please note 1e That the Iaw allows You to express a preference rather than	Preferred School Please write the nam this please do so o		you would like your cl	nild to attend. If you	u wish to	give <b>rea</b>	sons	for
	First Preference							
	Second Preference							
choose a school	Third Preference							
See note 1f opposite  See note 1g, h and i opposite	There will be a brother or sister still at one of the schools listed above in September 2024 (please give details below, continue over if necessary)  Name  Date of birth  School they attend  My child has an Education, Health and Care Plan.  There are compelling medical or other exceptional reasons that make it essential for my child to attend social worker or other professional explaining why it is essential for my child to attend the school  My child is looked after by a local authority, or was looked after in England or elsewhere and the school of the sc							ttend octor, ol.
	now adopted, or subject to a special guardianship or arrangement order.  Social Worker's name  Contact no:							
	If your child is adopted/subject to an order please supply a copy of the adoption certificate or a copy of the order.						a	
See note <b>3</b> opposite	I have parental responsibility for this child, and all the information given on this form is legal and true. I have read the admissions guidance and understand that any offer of a place made as a result of this application may be withdrawn if I give false information.							
	Signed		Parent/Carer	Date				
	Print name			Mr/Mr	rs/Miss/Oth	ıer		
	Please return this form by 31/10/23 to your child's present school, or to the School Admissions Team, Hove Town Hall, Norton Road, BN3 3BQ. After 31/10/23 please return to School Admissions							
	For school/office use	only	Received by	Time/o	date			

See note If you have any special medical or other exceptional reasons that support your preference

1h (eg medical conditions, family circumstances, and/or other reasons) it is essential that you submit ar

1h (eg medical conditions, family circumstances, and/or other reasons) it is essential that you submit any supporting evidence with your application form. You must give independent evidence, see Section 4 (or Section 5 for own admission authority schools) of the booklet. It is up to you to provide this evidence. The admissions team will not seek information about your child or telephone people on your behalf, the decision will be based solely on the information you send in. Please state reasons in this space. (Use an additional sheet if necessary).

### **Privacy Notice**

Brighton & Hove City Council is the Data Controller for the purposes of the Data Protection Act 2018 and EU General Data Protection Regulation of May 2018. This means that Brighton & Hove City Council is responsible for making decisions about how your personal data will be processed and how it may be used.

As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law. The purpose for which your data will be processed is to make arrangements for school admissions and home to school transport, establish pupil records to assist schools in administrative matters, track pupil progress, assess pupil entitlement to various benefits and services, and, not least, plan future school places and services.

# The information you provide will be treated confidentially at all times.

The data you provide may be shared with public health as well as being disclosed to CACI International who are the software suppliers of the city council's admissions software. This will be purely for the purposes of system development and it will not be disclosed by them to any third party. The data you provide will also be shared with the Department for Education.

Security safeguards apply to both manual and computerised held data, and only relevant City Council or school staff can access your information. You have rights around the information we hold on you, further information on your rights are available on our website along with data retention details.

If you have any queries contact the Data Protection Officer; data.protection@brighton-hove.gov.uk