

Application Form (SAF)

for Admission to Secondary School
Academic Year 2017/2018



It is important that you read the 'Education in Hartlepool – September 2017' booklet before making your application. If you have any queries please contact the School Admissions Team on 01429 523768 or e-mail admissionsteam@hartlepool.gov.uk

We recommend that you make your application on-line at www.hartlepool.gov.uk/schooladmissions or alternatively return this form to the School Admissions Team, Hartlepool Centre for Excellence in Teaching & Learning, Brierton Lane, Hartlepool, TS25 4BY. It is the parent/guardian's responsibility to ensure the Council receives this form, along with any supporting documentation, by **31st October 2016**. If you return your application form after 31st October 2016, your application will be considered as 'late' and you should be aware that this will reduce your chance of gaining a place at the school that you prefer because late applications are processed after those received on time.

SECTION 1 – Child's details

Child's Name:

Child's Date of Birth: (This should be on or between 01/09/2005 and 31/08/2006) Gender (Please tick as appropriate) Male Female

Pupil's Permanent Address:
This must be the address where the child normally lives. If this is different from the parent/guardian address, please give reasons for this. If parents share custody, details must also be submitted with this application and copies of any relevant Court Order(s) supplied.
Addresses are routinely checked and the Local Authority may ask for proof of legal guardianship and/or residence. If a child is offered a place at a preferred school on the basis of false or misleading information provided by you then the offer of the school place may be withdrawn

Present Primary School:

Does your child have a Statement of Special Educational Need or an Education, Health and Care (ONE) Plan? (Please tick as appropriate) Yes No

Is this child (or has this child been) a looked after child/child in public care of the local authority? Currently Previously No

If "currently", please indicate which Local Authority the child is in the care of? Please also provide a letter from the Social Worker confirming the legal status of the child and the reasons for the school preferences. Any change of legal status and/or placement arrangements must be notified to Hartlepool Admissions.

If "previously", please provide reasons why the child ceased to be a looked after child? (Please tick as appropriate)

Special Guardianship Order*	Adoption Order*	Child Arrangements Order*	Other eg returned to live with parents, live with another family member (please specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Please attach a copy of any Special Guardian Order, Adoption Order or Child Arrangements Order.

Is this child privately fostered? A privately fostered child is a child under 16 (or under 18 if the child has a disability) cared for and living full time with someone other than: a parent; a person who is not the parent but who has parental responsibility; or a close relative for a period intended to last more than 28 days. (A close relative is a grandparent, brother, sister, uncle or aunt.) Yes No

SECTION 2 – Details of brother(s)/ sister(s)

If your child has a sibling (see booklet for definition of sibling) that will still be attending one of the preferred schools in September 2017 please provide their details below.

Name of Sibling	Date of Birth	School Attending in September 2017
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION 3 – Parents/ Guardians details

PARENT/GUARDIAN 1

Full Name of Parent/Guardian:

Address: (Only to be completed if your address is different to the child's address in Section 1)

Postcode:

Telephone:

Home No.	Daytime No.	Mobile No.
----------	-------------	------------

Relationship to Child:
(Please tick as appropriate)

Mother	Father	Other (please specify):
--------	--------	-------------------------

PARENT/GUARDIAN 2

Full Name of Parent/Guardian:

Address: (Only to be completed if your address is different to the child's address in Section 1)

Postcode:

Telephone:

Home No.	Daytime No.	Mobile No.
----------	-------------	------------

Relationship to Child:
(Please tick as appropriate)

Mother	Father	Other (please specify):
--------	--------	-------------------------

SECTION 4 – Secondary School Preferences

Please indicate THREE secondary schools which you would wish to apply in the order that you prefer them. You must include all secondary schools you want to apply for using this form, whether the school is in Hartlepool or another Authority, except private schools.

Priority	Name of Secondary School (please note - you must also include your reasons for preference in Section 6 and/or 7 of this form)
1	
2	
3	

I do not want my child to go to any Local Authority school as my child will be going to a **Private School**, which is:

SECTION 5 – Declaration and signature of parent/guardian

I understand that once this form is submitted, after **31st October 2016**, no changes to preferences will be permitted, due to the process involved in the Co-ordinated Admissions Scheme.

- I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn.

Signature of Parent/Guardian:

Date:

In the event of your child not receiving an offer of a place at a preferred school, the Authority cannot be held responsible where a place was not offered as a result of you failing to read the information included in the Education in Hartlepool – September 2017 booklet. Please note that in support of your application the Local Authority or Governing Body may need to contact your child's school or other professionals within the Hartlepool Borough Council.

SECTION 6 – Secondary School Supplementary Information

Please complete this section if you are applying for a place at any of the schools listed below. Please give as much information as possible in support of your application as this could affect the school offered (please refer to the school's admissions criteria in the Education in Hartlepool – September 2017 booklet). Please note – it is the parent/guardian's responsibility to ensure that all information and supporting documentation are supplied by the closing date.

- If you feel your child should be considered under a particular criterion by the Governing Body, please give reasons why.
- Please note that you **must** provide professionally supported evidence with this application form if there are any social/medical circumstances that you would like a school to consider with this application. It is very important that you check the admission criteria of each school for which you are applying to see if priority of admission can be given on the basis of social/medical needs.

Dyke House Sports and Technology College

Please note: If you wish your child to be considered for the Elite Development Squad, you must also submit an Elite Development Squad expression of interest application form. Forms are available from the College direct or can be downloaded at www.elitedevelopmentsquad.com, and must be submitted by the National closing date for secondary school applications ie 31st October 2016.

High Tunstall College of Science

Manor Community Academy

Other School (ie school(s) outside the Borough of Hartlepool or a Special School)

(PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY)

SECTION 7 – Secondary School Supplementary Information

Please complete this section if you are applying for a place at a church school, namely:

- The English Martyrs School & Sixth Form College**

- St Hild’s Church of England VA School** (please state whether you are applying for a church place)

Yes No

Please note – all applications for Church Places must be supported by a letter from an authorised minister or two Office holders of the church or faith community.

Religion

(e.g. Roman Catholic, Church of England, Other – please state)

Date of Baptism

Parish of Baptism

Proof of Baptism

(Please tick relevant box)

Certificate

(Please attach copy)

Information held at RC Feeder School

Please give as much information as possible in support of your application as this could affect the school offered (please refer to the school’s admissions criteria in the Education in Hartlepool – September 2017 booklet). Please note - it is the parent/guardian’s responsibility to ensure that all information/supporting documentation/baptism certificates are supplied by the closing date.

- If you feel your child should be considered under a particular criterion by the Governing Body, please give reasons why.
- Please note that you **must** provide professionally supported evidence with this application form if there are any social/medical circumstances that you would like a school to consider with this application. It is very important that you check the admission criteria of each school for which you are applying to see if priority of admission can be given on the basis of social/medical needs.

The English Martyrs School & Sixth Form College

St Hild’s Church of England VA School

(PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY)