

**APPLICATION FOR A PLACE AT A SECONDARY SCHOOL FOR SEPTEMBER 2021**
**LATE APPLICATION**

Please read the Transfer to Secondary book and additional information before completing this application at [www.herefordshire.gov.uk/school-admissions](http://www.herefordshire.gov.uk/school-admissions) If you have no access to the internet and require this information to be sent out please contact the admissions officer on 01432 260925

Ensure that you answer all sections that are relevant to you and sign the declaration overleaf.

All completed applications should have been returned to Pupil Admissions Plough Lane Offices Plough Lane, Hereford HR4 OLE or email [schooladmissions@herefordshire.gov.uk](mailto:schooladmissions@herefordshire.gov.uk) by the closing date **31st October 2020**

**1. PUPILS DETAILS**

<b>Legal Surname</b>	<b>Forename</b>	<b>Middle Name(s)</b>
<b>Date of Birth</b>	<b>Gender ( please tick )</b> Male <input type="checkbox"/> Female <input type="checkbox"/>	
<b>Home Address</b> ( this must be the normal and genuine address of the parent / carer who has care of the child, at which the child resides)		
<b>Address details</b>	<b>Post Code</b>	<b>Phone Number</b>
		<b>Email address</b>
<b>Present School child is attending</b>		<b>Date child started at this school</b>

**2. CHOSEN SCHOOL(S)** please refer to section 7 overleaf if applying for a Voluntary Aided School and section 8 if applying for a school in another Local Authority.

<b>1</b>		
<b>2</b>		
<b>3</b>		

**3. SIBLING(s)** please give full names and date of birth of any brothers or sister, who in September 2021 will still be attending one of the schools that you are applying for. Sibling is defined on page 7 of the Transfer to Secondary Book.

<b>Surname</b>	<b>Forename(s)</b>	<b>Date of Birth(s)</b>
<b>School name</b>		

**4. LOOKED AFTER CHILDREN**

(4a) Is your child placed in the care of Herefordshire Council or any other authority?  Yes  No

If yes please name the Social Worker and Local Authority -----

(b) has your child been looked after in England, but ceased to be due to being adopted or became subject to a residence order or special guardianship order  Yes  No

(c) Looked after children and children who were looked after outside of England, but ceased to be due to being adopted or became subject to a residence order or special guardianship order  Yes  No

**Please note: You only need to tick yes for 4b or c and supply proof if you wish to apply for Priority 1 criteria" Looked After Children" as outlined under section 4.1 of the Secondary Transfer book.**

## 5. SPECIAL EDUCATIONAL NEEDS

Has your child a Education Health & Care Plan **Yes**  **No**

## 6. APPLYING FOR A PLACE ON MEDICAL COMPASSIONATE /SOCIAL GROUNDS

Complete this section **ONLY** if you are applying for a place at a school in Herefordshire on social, medical grounds.

A request for a placement on medical, social grounds will only be considered if documentation from a professionally qualified independent source is attached. This should set out the reasons why the school in question is the only one suitable and the difficulties that would be caused if the child had to attend any another school. (See section 4.1 of the Transfer to Secondary book at [www.herefordshire.gov.uk/school-admissions](http://www.herefordshire.gov.uk/school-admissions) )

What school does this supporting information relate to?

Number of pages attached

## 7. APPLICATIONS TO VOLUNTARY AIDED SCHOOLS

If you are applying for a Church Place only at Bishop of Hereford Bluecoat School you will need to contact your local priest/minister for a church form. Or alternatively you can download the form from the school website. This church form is required in addition to your application **and must be returned to the school directly**.

If you are applying for a place at St Marys RC High School you are required to contact the school requesting either a Catholic Form or a Non Catholic form, this is required in addition to your application. **This form must be return to the school directly**.

Please note : If a sibling had attended St Marys RC High please state this is section 3.

## 8. APPYLING FOR A PLACE IN ANOTHER LOCAL AUTHORITY

If you are applying for an out of county school please complete this form. We will then pass the information onto the relevant authority. They will inform us if they can offer a place, and we will inform you on the official offer date (2 March 2020) of the outcome.

## 9. NAME OF PERSON FILLING IN APPLICATION (To be stated in this section below)

Please note; If either of sections 9 & 10 are not completed the application form will be returned for you to complete.

Title Mr/Mrs/Miss/Ms/Other	Name	Surname
Relationship to pupil * ( please see below)	Do you have parental responsibility for this child ( please tick ) Yes <input type="checkbox"/> No <input type="checkbox"/>	

\*e.g. Mother , Father, Step- parent , Social Worker, Foster Parent, or other relative ( please state)

## 10. THE DECLARATION - *Emailed applications will be accepted without a signature.*

I declare that the information on this form is correct and that I have read the Transfer to Secondary school information booklet provided by Herefordshire Council. I understand that a place may be lawfully withdrawn if it is proved to have been offered because of a fraudulent or misleading application.

Signed .....Print Name.....Date .....

*The Admissions Authority for the preference school (i.e. Herefordshire Council for Community and Voluntary Controlled schools or the school itself for Academy, Voluntary Aided and Free schools) is the Data Controller under data protection law and will use the information you provide on this form in order to process your school admissions application. The legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying the Admissions Authority. We will keep your data for seven years. Your information will be shared with your Preference school/the School Admissions in order to provide you with the service. Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/> Information you provide will only be used for the stated purpose.*