

Applying for a Year 7 secondary school place in September 2023

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Hampshire residents requiring a Year 7 place in September 2023 **must** apply through Hampshire County Council either online at www.hants.gov.uk/admissions or by completing this form. **Please do not do both.**

You can name any publicly funded secondary school or academy in England on this form.

DO NOT use this form to apply for an independent (private) school.

Parents wishing to apply to an independent school should contact the school directly.

DO NOT use this form to apply for a special educational needs (SEN) school.

Placements for children with an Education, Health and Care Plan are determined by the County SEN Team.

For further information, please call the SEN Team on **01329 316165**.

Supplementary Information Forms (SIFs)

Some schools, especially faith-based schools, require you to complete a supplementary information form **in addition** to this application form. The SIF collects extra information needed by the school to determine which of their admission criteria you satisfy. You must check with the school to see if a SIF is required.

Completed SIFs must be returned to the school by the application deadline, below.

DEADLINE: Your application must be submitted by midnight on Monday 31 October 2022.

You can submit your completed form to any Hampshire school during school hours or to The Admissions Team at the address on the form.

Applications submitted after 31 October 2022 will be considered after all on-time applications have been fully processed. You are less likely to be offered a place at one of your preferred schools if you submit your application after the deadline.

Gathering information

Full information about the application process and all schools in Hampshire is available online at

www.hants.gov.uk/admissions. To request a paper copy of this information please call **0300 555 1377**.

You are encouraged to visit your preferred schools. Schools also publish lots of information on their website. It is important that you look at each school's admission policy to find out what criteria they use to allocate places should the school be oversubscribed.

Completing your application

Before completing this form, please consider your preferences carefully as you cannot change them after the closing date unless there has been a significant change in your circumstances, for example a house move (see 'Frequently Asked Questions')

- Identify your three preferred schools and list them in order of preference.
- It is recommended that you name your catchment school, if you have one, as one of your preferences.
- Naming the same school more than once will not increase your chances of gaining a place.
- Before making your selection, think about how your child will get to and from school. The following website may help you plan your journey: www.hants.gov.uk/educationandlearning/schooltransport
- If you submit more than one application before 31 October 2022, only the later application will be processed.

Please turn over for frequently asked questions

Frequently Asked Questions

What address should I use for my child?

You must use your child's permanent address on the application deadline. The permanent address is the child's normal place of residence. A business address, workplace address, relative's address or childminder's address will not be accepted. Where parents are separated and the child lives at more than one address, only one address can be used and it must be the address of the parent with whom the child spends most of their time. You may be asked to provide evidence of your address.

Moving house?

If you are moving house, you **must** provide the Admissions Team with evidence of your new address. Exchange of contracts or a signed tenancy agreement, usually of 12 months or more (the period of the tenancy must extend beyond the date of the child's admission) will be accepted as proof of address. You may subsequently be asked to prove that the child is resident at the new address. Any place offered may be withdrawn if this evidence cannot be provided.

- For address evidence received by 6 January 2023, the new address will be considered for the application unless you request to keep the address originally provided. You can also change the schools named on the application if they are no longer appropriate.
- For address evidence received after 6 January 2023, the new address cannot be considered for the application and will be used to communicate the outcome of the application only.

If you are applying from overseas, you may use a Hampshire address if you have one subject to the same address evidence requirements as above. If you do not have a Hampshire address, we will use your current address.

For UK service personnel and crown servants returning from overseas with official proof of posting to Hampshire and a relocation date, a Unit postal address, a quartering area address or future home address will be accepted as the address for the application, subject to evidence being provided to the Admissions Team.

What will happen to my application?

All on-time applications will be considered at the same time. Each school named on this form will be considered using that school's admission policy. Where more than one of your preferred schools can offer a place, the highest preference school where your application was successful will be allocated. If none of your preferred schools can offer a place, your child will be allocated a place at the catchment school, if places remain, or the nearest available secondary school.

When will I be told the outcome of my application?

On 1 March 2023, the County Admissions Team will send you a decision letter by second class post. Please allow 2-3 days for your letter to arrive.

If you have any questions about your application, please contact the Admissions Team on **0300 555 1377** or email admissions.team@hants.gov.uk

Please note that we can only discuss the application with the applicant named on this form.

For office use only:

Received by _____ school name/HCC

Please date stamp

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Common Application Form for Admission to Year 7 in September 2023



This form is for Hampshire County Council residents only. If you pay your Council Tax to Southampton City Council or Portsmouth City Council, you must apply using their application form.

- Please read the attached guidance notes and privacy notice before completing this form.
- This form must be completed in BLOCK CAPITALS using blue or black ink.

SECTION 1

Child's surname: Forenames:

Date of birth:

DAY MONTH YEAR

Gender: Male Female

(please tick as appropriate)

Child's permanent address on 31 October 2022:

Postcode:

Child's current school:

Name of parent/carer completing this form:

Title (Mr/Mrs/Ms/Miss) Initials Surname

Address (if different from child's address:

Postcode:

Home telephone number: Mobile/other (daytime):

Email address:

Relationship to child (please tick relevant box)

Parent Legal guardian Step parent Social worker Other (please state)

Do you have parental responsibility for this child? YES NO

Is this child's parent a member of the UK Armed Forces or a Crown Servant? YES NO

Is this child a twin or triplet etc (one of a multiple birth)? YES NO

Note: you must complete a separate application for each child

Is this child in care (also known as 'looked after')? YES NO

If yes, under which local authority?

Has this child previously been in care and then immediately after, been adopted or made subject to a child arrangements or special guardianship order? YES NO

*If yes, you **must** attach to this application a full copy of the adoption order, child arrangements order or special guardianship order.*

Has this child previously been in care outside of England which ceased as a result of being adopted? YES NO

SECTION 2

Please state your preferred **secondary** schools below.

Order of preference

Name of school

1st preference

2nd preference

3rd preference

- a. If your child has a sibling on roll at any of your preferred schools who will still be on roll in September 2023 (this includes where the sibling has accepted a place at the school even if they are not yet attending), please provide details:

Sibling Name

Dob

School attending

- b. Does your child or family member have a medical or social need which makes it **essential** that they attend one or more of your preferred schools? If so, please indicate which school(s) below:

If you wish to be considered for priority on medical/social need, **you must attach supporting evidence** from a professional, such as a doctor and/or consultant for medical need or a social worker, health visitor, housing officer, the police or probation officer for social need. The supporting evidence must set out why that need makes it essential that your child attends the preferred school(s) rather than any other. If you do not provide evidence by the application deadline, your medical/social need cannot be considered.

- c. Are either of your child's parents a member of staff at any of your preferred schools? If so, please provide details:

Name of parent

Name of school employed at

- d. You can use the space below to add any other reasons for applying to any of the schools you have named but please remember that places are only allocated in accordance with the admission policy. You may leave this section blank.

Declaration:

I certify that the information I have given is correct to the best of my knowledge and that it is the only application I have made on behalf of this child. I understand that any place offered may be withdrawn if I give false information, even if my child has started at the school. By signing below I also confirm that I have been provided with, read and understood the supporting privacy notice setting out how the information will be processed, including the lawful basis, any rights I have in regard to this information and who to contact if I have any concerns about how my information is being handled.

Signature of parent/carer:

Date:

PLEASE RETURN THIS FORM BY THE CLOSING DATE OF 31 OCTOBER 2022 TO ANY HAMPSHIRE COUNTY COUNCIL SCHOOL OR THE ADMISSIONS TEAM, HAMPSHIRE COUNTY COUNCIL, CHILDRENS SERVICES DEPARTMENT, EII COURT NORTH, WINCHESTER, SO23 8UG.