

# Applying for a Year 7 secondary school place in September 2024 - Late

**7**  
**LATE**

Hampshire residents requiring a Year 7 place in September 2024 **must** apply through Hampshire County Council either online at [www.hants.gov.uk/admissions](http://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.**

---

**Please submit your completed application form as soon as possible to a Hampshire school** during school hours or the County Admissions Team at the address on the form. (The deadline for applications was Tuesday 31 October 2023 – please refer to the frequently asked questions over the page to find out when your application will be processed)

---

## Gathering information

Full information about the application process and all schools in Hampshire is available online at [www.hants.gov.uk/admissions](http://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. You should also look at the school's admission policy which shows how places are allocated.

---

## Completing your application

You can name up to three schools on this form.

- Identify your preferred schools and list them in order of preference.
- You should name your catchment school, if you have one, as one of your preferences if you wish to be considered for travel assistance.
- 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](http://www.hants.gov.uk/educationandlearning/schooltransport)

**Warning: If you have already been offered a school place in response to an earlier application, any new offer will result in the automatic withdrawal of your previous offer.**

*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 at the time of application. 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 this must be the address of the parent with whom the child spends most of their time. Where a child's time is evenly divided between the parents, parents must agree which address they would like to be considered for the purposes of the application.

In the event of a dispute, in the absence of a relevant court order, the admission authority will make a judgement about which address applies, taking into account the address registered with the child's current school, nursery, pre-school or child-minder, the address registered for child benefit and the address registered with the child's GP.

### Moving house?

If you are moving house during the application process, 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.

**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, you must 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?

Applications submitted after 31 October 2023, will be considered after all on-time applications have been fully processed. Each school named on this form will be considered using the school's admissions 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?

If you submit your application before 1 March 2024, your application will be considered on 14 March 2024. Applications received on or after 1 March 2024 will be considered from 15 March 2024. 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](mailto: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 & include school name

7  
LATE

# Late Common Application Form for Admission to Year 7 in September 2024



www.hants.gov.uk/admissions

**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 application date:

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 in roll in September 2024 (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, 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 TO ANY HAMPSHIRE COUNTY COUNCIL SCHOOL OR THE ADMISSIONS TEAM, HAMPSHIRE COUNTY COUNCIL, CHILDRENS SERVICES DIRECTORATE, EII COURT NORTH, WINCHESTER, SO23 8UG.**