



Norfolk County Council

Common Application Form for Secondary School in September 2021

If you have applied on line, please do not submit this application form.

Please read the following information before completing this form.

You are entitled to make three preferences, but Admission authorities cannot reserve places at any school. Not all schools have a defined catchment area and not all schools give priority to children living in a catchment area.

You can obtain details of the catchment school for your address at www.wherelive.norfolk.gov.uk and you are encouraged to read the admission rules, Parent's Guide to admissions to schools in Norfolk 2021/22 and find schools in your area before you complete this form.

You can also obtain additional information on our website at www.norfolk.gov.uk/admissions

We will co-ordinate admission applications to ensure that if more than one of your preferences can be met you will only be offered the higher ranked preference. We will consider the first school named on the application form as your highest ranked preference.

Specialist and Faith Places - Some schools offer limited Specialist or faith places. If you are applying for admission to a school on these grounds you need to check with the Headteacher what is required to support your application. You must ensure that any information required is made available direct to the school before the closing date (31st October 2020). You must also ensure that your child is able to undertake auditions and tests. Information is available in individual school brochures and websites. A specialist place counts as one of your 3 preferences. If your child does not meet the specialist criterion, he/she will still be considered for a place against other published admission rules for the School.

Children of Staff at the School - Some schools give priority to children of staff and you should refer to the admissions policy for the school(s) you are applying for to determine the priority of your application. You need to provide confirmation of your employment at the school with this application if you are seeking a place on this basis.

Late applications: If your preference form arrives after the closing date it will be given a lower priority than all preferences received by the closing date. If you send your preference form in after the closing date, please attach a note explaining why your application is late.

IMPORTANT: Transport is only provided to your nearest or nearest catchment school subject to distance.

The completed form must be returned to Norfolk County Council, Admissions Section, FREEPOST IH2076, County Hall, NR1 2BR no later than 31st October 2020

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Child's first name: Child's surname:

Date of birth Male / Female (Please circle answer)

Current School:

Does your child have an Education, Health and Care plan? YES / NO

If YES, please complete the form sent to you by the Education, Health and Care Plan Co-ordinator but return this form with only this page completed

Is your child adopted* or in the care of a Local Authority*? YES / NO

If Yes, please give the name of the responsible Local Authority:
(*Please see Additional Guidance for Parents for further information)

Name of Parent(s)/Carer(s) (Please print): Mr/Mrs/Miss/Ms.:

Relationship to child:

Child's Address:
..... Postcode:

Telephone Number:

Email:

Parent's Address (if different to child's):

..... Postcode:

Telephone Number:

I state that the information provided on this form is correct and understand information will be shared as detailed below. I understand that if false information is provided any offers of school places will be withdrawn. I confirm that I will notify the Local Authority if my child's home address changes.

Parent/Carer Signature:Date:

The information collected on this application form will be subject to the General Data Protection Regulations and the Data Protection Act 2018. We will hold it for use on processing your child's admission. It may be shared with the Department for Education, the Travel and Transport Section and other relevant Norfolk County Council departments and local Health Authorities & Trusts. Data will also be passed to schools to enable them to manage the admission of your child. All information given will be held in strictest confidence and maintained in accordance with data protection legislation. Full details of our Privacy Notice is available at www.norfolk.gov.uk

First preference

Please state your First Preference School:

Does your child have a brother or sister attending this school? **YES / NO.** If **YES**, please confirm their name and date of birth:

Name: Date of Birth:

Are you applying for a school place based on your faith? **YES / NO**

If **YES**, please state your faith:

Are you seeking a specialist place? **YES / NO**

Please state the specialism:

Are you a member of staff at this school? **YES / NO**

If **YES**, please provide details and documentary evidence:

Second preference

Please state your Second Preference School:

Does your child have a brother or sister attending this school? **YES / NO.** If **YES**, please confirm their name and date of birth:

Name: Date of Birth:

Are you applying for a school place based on your faith? **YES / NO**

If **YES**, please state your faith:

Are you seeking a specialist place? **YES / NO**

Please state the specialism:

Are you a member of staff at this school? **YES / NO**

If **YES**, please provide details and documentary evidence:

Third preference

Please state your Third Preference School:

Does your child have a brother or sister attending this school? **YES / NO.** If **YES**, please confirm their name and date of birth:

Name: Date of Birth:

Are you applying for a school place based on your faith? **YES / NO**

If **YES**, please state your faith:

Are you seeking a specialist place? **YES / NO**

Please state the specialism:

Are you a member of staff at this school? **YES / NO**

If **YES**, please provide details and documentary evidence: