

# Moving from primary school to secondary school

## September 2010 common application form



- **You should fill in this form only if you live in Barking and Dagenham and you have not made an on-line application.**
- Please use black ink and BLOCK CAPITALS and tick any boxes that apply.
- If you live outside Barking and Dagenham, you must fill in the form available from the borough or county council within the area you live.
- Please carefully read the guidance notes in the booklet 'The right secondary school 2010' before filling in this form.
- You must return your filled-in application to the address at the end of this form.
- Please remember to allow for delivery when sending by post.
- We must receive this form **by 23 October 2009 at the latest.**

### 1 Child's Details

**First names:**

**Last name:**

**Date of birth:** Day   Month   Year   **Sex:** Male  Female

**Home address and postcode:** (The child's home is the permanent address where they live with their legal guardian and where Child Benefit is addressed. If this is different from the parent's or carer's address, please explain why on a separate sheet of paper. Also, if parents share custody, please give both addresses on a separate sheet of paper.)

**Current school:**

**Current school address and postcode** (if outside the borough of Barking and Dagenham):

### 2 Children with additional needs

**Does your child have a full statement of special educational need?** Yes  No

**Does your child have any other needs you feel we should know about?** Yes  No

If 'Yes', please give details.

### 3 Children in care

**Is the child in the care of a local authority?** Yes  No

If 'Yes', please say which local authority.

Please also provide a letter from the social worker confirming the legal status of the child and the local authority the child is in care of. The letter should also provide the reasons for the preferences for schools listed.

**For office use only.**

AT stamp only  
Date received

BLC stamp  
Date received

Staff initials



<b>Preference 3</b>	School name: <input style="width: 100%;" type="text"/>
The borough the school is in: <input style="width: 100%;" type="text"/>	
Reason for your preference: <input style="width: 100%; height: 30px;" type="text"/>	
If the child named in section 1 has a brother or sister at this school, please give details below.	
First name: <input style="width: 100%;" type="text"/>	Last name: <input style="width: 100%;" type="text"/>
Date of birth: Day <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	Month <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> Year <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Sex: Male: <input type="checkbox"/> Female: <input type="checkbox"/>	
<b>Preference 4</b>	School name: <input style="width: 100%;" type="text"/>
The borough the school is in: <input style="width: 100%;" type="text"/>	
Reason for your preference: <input style="width: 100%; height: 30px;" type="text"/>	
If the child named in section 1 has a brother or sister at this school, please give details below.	
First name: <input style="width: 100%;" type="text"/>	Last name: <input style="width: 100%;" type="text"/>
Date of birth: Day <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	Month <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> Year <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Sex: Male: <input type="checkbox"/> Female: <input type="checkbox"/>	
<b>Preference 5</b>	School name: <input style="width: 100%;" type="text"/>
The borough the school is in: <input style="width: 100%;" type="text"/>	
Reason for your preference: <input style="width: 100%; height: 30px;" type="text"/>	
If the child named in section 1 has a brother or sister at this school, please give details below.	
First name: <input style="width: 100%;" type="text"/>	Last name: <input style="width: 100%;" type="text"/>
Date of birth: Day <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	Month <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> Year <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Sex: Male: <input type="checkbox"/> Female: <input type="checkbox"/>	
<b>Preference 6</b>	School name: <input style="width: 100%;" type="text"/>
The borough the school is in: <input style="width: 100%;" type="text"/>	
Reason for your preference: <input style="width: 100%; height: 30px;" type="text"/>	
If the child named in section 1 has a brother or sister at this school, please give details below.	
First name: <input style="width: 100%;" type="text"/>	Last name: <input style="width: 100%;" type="text"/>
Date of birth: Day <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	Month <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> Year <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Sex: Male: <input type="checkbox"/> Female: <input type="checkbox"/>	



## 6 Getting a receipt

You must fill in your child's details below and provide a stamped addressed envelope if you want us to return this receipt, or take your form to the One Stop Shop.

Child's first name: ..... Child's Last name: .....

Admissions or OSS stamp only

Date of birth: .....

Preferences you have listed on your common application form

Preference 1..... Preference 4.....

Preference 2..... Preference 5.....

Preference 3..... Preference 6.....

Password – you have listed in section 4.

## 7 Declaration and signature of the parent or carer

- I have read and understood your admission criteria and want to apply for a place at each of the schools named in section 5, and have listed these schools in my order of preference.
- I confirm that I am the person with parental responsibility for the child named in section 1 who lives in the borough of Barking and Dagenham and that as far as I know the information I have given is correct.
- I understand that if I give any false or deliberately misleading information on this form, or supporting information, this application will no longer be valid and you may withdraw the offer of a school place.

**Your signature:**

**Date:**

We may pass the information you give on this form to schools inside or outside the borough or to other local education authorities as part of the admissions procedure. We will pass the information to the school the child is offered a place at, where it will form part of the pupil database that the school maintains.

We will deal with any personal information you provide in line with the Data Protection Act 1998.

### Checklist (Before returning this form, please make sure that you have done the following.)

- Read the secondary school admissions booklet for the borough ('The right secondary school 2010') or the county council each school you are applying for is in.
- Checked that your child's address is within the borough of Barking and Dagenham. The child's home is the permanent address where they live with their legal guardian and where Child Benefit is addressed.
- Enclosed a photocopy of your 2009/2010 Council Tax bill or tenancy agreement and a copy of your Child Benefit book or letter from the Benefits Agency for your child if your address differs from that listed at your child's Barking and Dagenham primary or junior school as of 10 July 2009. You will also need to send us this information if your child does not attend a Barking and Dagenham primary or junior school.
- If necessary, enclosed any supporting evidence (for example, a letter from the family doctor or consultant to support any medical claim).
- Filled in any other forms we or other schools may need (these are known as supplementary forms). It is your responsibility to fill in the necessary forms. Please check the admission arrangements for each school you are applying for to see if you need to fill in other forms.
- Filled in all relevant sections of this form.

**You should return this filled-in form to the One Stop Shop in Barking or post your form direct to:  
The Admissions Team, 160 London Road, Barking, Essex, IG11 8BB.**

**The Admissions Team must receive your form by form by 23 October 2009 at the latest.**

### Important information

- We will let you know that we have received this form only if you fill in the receipt (section 6) **and** you send us a stamped addressed envelope or take your form to the One Stop Shop, within the Barking Learning Centre in Barking Town Square. If you do not hear from us within 14 days of handing in or posting us your form, it is likely that we did not receive it. **In that case we strongly recommend that you apply on-line.**
- If any of the details about your child change, please tell us immediately in writing.
- If we can prove that your child has been offered a place based on false, misleading or inaccurate information, we will withdraw the place.
- We will issue decisions on applications that we receive by the closing date by post on 1 March 2010.
- If you need any more information, please contact us.

**Admissions Team,  
160 London Road,  
Barking, Essex, IG11 8BB.  
Phone: 020 8215 3004**

