

Additional information required

Please note that, if your preferred school is oversubscribed, Admission Authorities have to use a fair method of deciding how places should be allocated. For **Foundation, Voluntary Aided and Academy schools** it is **essential** that you refer to the pertinent **School Prospectus** for details relating to the admission arrangements. For **Community and Voluntary Controlled Schools** please refer to **Section 7** of the **Information for Parents** booklet.

Section E

If you consider any of the reasons given overleaf for your preference are **significant**, you must attach **independent supporting information** to this form. Please indicate if you have attached this information by ticking the box.

Dependent upon the category of school for which you are applying, please complete Section F, G & H as appropriate

Section F - Catholic School (Voluntary Aided Schools)

Child's Religion Date of Baptism

Please attach a photocopy of the **Baptismal Certificate**. If you do not have this please contact your Parish Priest.

Parish/Church to which you are attached

(Please refer to the School Prospectus to see if it is necessary to attach a Baptismal Certificate and/or have your Parish Priest's signature to support your application.

Please indicate that you have attached:
i) Copy of Baptismal Certificate Yes No ii) Signature of your Parish Priest

Section G - Church of England School (Voluntary Aided Schools)

Child's Religion

Do you attend church regularly? Parent/Carer: Yes No Child: Yes No

If YES please give name of Church and name of Priest/Minister

It is **essential** that you refer to the school prospectus and/or application pack. Please complete all the necessary forms and details. Please indicate if you have attached this information. Yes No

Section H - Community, Voluntary Controlled School, Academy or Foundation Schools

Are any of your first, second or third preferences the **catchment area school** for your child's home address? (See note 4)

First preference: Yes No Second preference: Yes No Third preference: Yes No

Declarations

For completion by the **Headteacher of the current school** where transfer is between schools in Worcestershire. I confirm that the parents have discussed with me the reasons for a transfer to schools.

Signed (Headteacher) Date

For completion by the **Parent:**

I confirm that:

- I have received and read the **Information for Parents booklet** together with the explanatory leaflet and the notes attached to this form;
- I understand that a place may be lawfully withdrawn if it is proved to have been offered on the basis of a fraudulent or misleading application.

Where application has been made to a **Foundation, Voluntary Aided or Academy School**

- I have read the admission criteria as detailed in the school prospectus

IMPORTANT - SEE NOTE 6

Signed (Parent/Carer) Date

For completion by the **Headteacher** of first preference school, for return to Pupil Admissions and Transfers Section.

Present number of pupils in relevant year group: PAN: I have the following number of vacancies in this year

Signed (Headteacher) Date

APPLICATION FOR ADMISSION/TRANSFER TO A SCHOOL OTHER THAN AT NORMAL AGE OF ADMISSION/TRANSFER

Important notes to be read before completion of the application form.

Please read these notes in conjunction with the enclosed **Information for Parents booklet**. The booklet contains important information, which you need to read and understand so that you can complete this form. Not all information is on this form itself, so you **must** read the booklet as well.

Where application is being made to a **Foundation, Voluntary Aided or Academy School** it is **essential** that you refer to the **School Prospectus**.

Note 1 - Change of Address

You must immediately notify the Headteacher and the Pupil Admissions and Transfers Section of any change of your child's home address prior to the date of admission as this might affect entitlement to a place at the school.

Note 2 - Withdrawal of Application

You should inform the Headteacher and the Pupil Admissions and Transfers Section as soon as possible if you are withdrawing your application for any reason.

Note 3 - Applications to Foundation, Voluntary Aided and Academy Schools

If you are applying for a place at a **Foundation, Voluntary Aided or Academy School** you are advised to check that this is the school serving your area.

- If you are applying for a school place at a **Catholic School** please complete **Section F**.
- If you are applying for a school place at a **Church of England School** please complete **Section G**.

It is **essential** that you refer to the school's prospectus (obtainable from the school) for further details relating to admission arrangements as you may wish to include relevant information in **Section D** of this form.

Note 4 - The catchment area school

- In all cases, you are advised to refer to the Information for Parents booklet which sets out the importance of knowing the catchment area school for your child's home address when completing this form. If you are unsure of your catchment area school(s), please telephone (01905) 822700.

