



# Norfolk County Council

## Common Application Form for Secondary School in September 2020

Please refer to the "Notes for Guidance" on this form before completing your application.  
If you have applied on-line do not submit this application form.

**Child's first name:** ..... **Child's surname:** .....

**Date of birth** ..... **Male / Female** (Please circle appropriate 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**

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:** ..... **Tel No:** .....

**Email:** .....

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

.....

**Postcode:** ..... **Tel No:** .....

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 I understand that if false information is provided any offers of school places will be withdrawn.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](http://www.norfolk.gov.uk)

Apply on-line at [www.admissionsonline.norfolk.gov.uk](http://www.admissionsonline.norfolk.gov.uk)

## First Preference

Please write the name of your **first preference** school in this box:

Does your child have a brother or sister attending this school?

YES / NO

If yes please write their **name** and **date of birth** in this box:

**Name:** ..... **Date of Birth:** .....

Are you applying for a place on the basis of your faith? ..... YES / NO

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 evidence .....

## Second Preference

Please write the name of your **first preference** school in this box:

Does your child have a brother or sister attending this school?

YES / NO

If yes please write their **name** and **date of birth** in this box:

**Name:** ..... **Date of Birth:** .....

Are you applying for a place on the basis of your faith? ..... YES / NO

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 evidence .....

## Third Preference

Please write the name of your **first preference** school in this box:

Does your child have a brother or sister attending this school?

YES / NO

If yes please write their **name** and **date of birth** in this box:

**Name:** ..... **Date of Birth:** .....

Are you applying for a place on the basis of your faith? ..... YES / NO

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 evidence .....

## Notes for guidance

Please complete the form and ensure that you state your preferred schools in the boxes. You should name the school you would most like your child to attend in the first preference box. **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.whereilive.norfolk.gov.uk](http://www.whereilive.norfolk.gov.uk)**

You are encouraged to read the admission rules, Parent's Guide to admissions to schools in Norfolk 2020/21 and find schools in your area before you complete this form, which must be returned to Norfolk County Council, Admissions Section, FREEPOST IH2076, County Hall, NR1 2BR no later than 31st October 2019. You can also obtain additional information on our website at [www.norfolk.gov.uk/admissions](http://www.norfolk.gov.uk/admissions) or you can contact us on 0344 800 8020.

We will co-ordinate admissions to ensure that if more than one of your preferences could 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.

Transport will only be offered if your child attends the catchment or nearest school and you live more than 3 miles from the school.

### 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 2019).** 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. You can find details of your catchment school at [www.whereilive.norfolk.gov.uk](http://www.whereilive.norfolk.gov.uk) or by contacting 0344 800 8020.

**Applications accepted from:** 11th September 2019.    **Closing date:** 31st October 2019.

**Please return this form to:**

Norfolk County Council  
Admissions Section (Secondary Admissions)  
FREEPOST  
IH2076  
County Hall  
Norwich  
NR1 2BR

For office use only

Catchment school

Date