



Transfer to Secondary School Application Form 2015

**APPLY ONLINE at:
www.bedford.gov.uk/onlineadmissions**

- It is quick, safe and secure
- You will get email confirmation that your application has been received
- There is no risk that your application will get lost in the post
- You will receive an email on allocation day informing you of the outcome of your application

If you are a parent or carer with parental responsibility, live within the area covered by Bedford Borough Council, and you would like to apply for a place at any secondary school, you must apply online or complete this application form.

Please apply online or, if you use this form, return it to the primary school your child is at now or to the School Admissions Service.

If your child is not currently attending a primary school, please send this form directly to the address on this form.

If you live in another Local Authority do not complete this form. You must fill in your home Local Authority's application form and return it to them.

Please do this as soon as possible, and no later than **31 October 2014**. If you do not apply by this date, we cannot guarantee to consider your request.

Before you apply please read carefully the School Transfer booklet at **www.bedford.gov.uk/secondarytransfers**

If you need help in understanding or completing this form, or you need this information in another format, please contact the School Admissions Service (see page 6 for contact details).

The Secondary School Admissions Timetable

Transfer to Secondary School



September 2014

We will send you information on secondary school transfers through your child's primary school.



September / October 2014

Schools will hold their open days/evenings.



31 October 2014

Last day for applications.



2 March 2015

A letter will be posted to let you know the outcome of your application.

If you have applied online you will also receive an email if you have requested one.

Tips

- Listing only one preference does not increase your chance of getting into that school.
- Have at least one school as a “safety net” where you are likely to be offered a place.
- You are advised to **include your catchment school** as one of your three preferences. However, please note that you are not guaranteed a place at your catchment school.
- You should list the schools **in the order that you would most prefer them**, not the order you think you might get them.
- Many schools have more applications than there are places available. To decide which children to offer places to, a set of admission criteria is used.
- Different schools have different criteria so it is important that you check the admission arrangements for all the schools you are interested in. For more information, please see **www.bedford.gov.uk/secondarytransfers**
- Applying for more than one school does not weaken your chances of getting a place at your preferred school.
- **Please make the time to visit schools before you apply so that you have all the information you need.**

Section A: Pupil's Details

*Please complete this form using
BLOCK LETTERS, using BLACK INK*

Pupil's Surname: First Name(s):

Pupil's Address at time of application:

Date of Birth (dd/mm/yyyy):

Gender (please tick): Male: Female:

Name of current school and date admitted:

Name of Parent or Adult with parental responsibility:

Title (Mr/Mrs etc): Initials: Surname:

Relationship to Child: Daytime Phone:

Home Phone: Mobile Phone:

Please note that any offer made will be withdrawn if we find that the parents have given false information.

Section B: School Preferences

This part of the form relates only to state secondary schools. You may nominate up to three preferred secondary schools. One of these would normally be your catchment school.

Places will be allocated strictly in accordance with each school's admissions criteria – you need to take this into consideration when nominating your preferred schools. If your child has a Statement of Special Educational Needs or an Education Health & Care Plan (EHCP) please refer to notes under the Local Authority Standard Admissions Criteria in the booklet and also refer to Other Information in the booklet.

Please read the admissions criteria for the schools you are interested in. Please also read the section in the booklet entitled 'How are places allocated?'.

Naming only one school, or naming the same school more than once, will not increase your chance of being offered a place.

Order of Preference: **Name of School:**

1 Preference:

2 Preference:

3 Preference:

* **If a place cannot be offered for my child at any of the schools I have listed above, I wish my child to be considered for a place at my catchment area school.**

* *If you do not want your child to be considered for a place at the catchment area school, please delete the sentence above. However, if you do this, a place may not be available at either your catchment area school or a school close to your home.*

Section C: Other children

If you have an older child who, at time of admission, will still be attending one of the schools you have nominated, please give details below:

Name:

Date of Birth:

School attending:

Name:

Date of Birth:

School attending:

Section D: Other Information

Other information about your child
(See booklet, Other Information i) to iv)

Please tick

Yes

No

i. Does your child have a statement of Special Educational Needs/EHCP?

ii. Is your child a “looked after” or previously “looked after” child?

(See booklet for definition)

(if yes, please give details below including the Local Authority responsible)

iii. Does your child have “exceptional” medical grounds why she/he should be given priority of admission to one of the schools in Section B?

(See booklet for definition)

iv. Does your child have a parent/carer who works at any of the schools in Section B? (If yes, please give details below)

Additional Information

Please use this box for the information required in Section D plus any additional information to support your application. If necessary, please continue on a separate sheet.

Declaration

I confirm that the information given on this form is correct and that I have read the admissions arrangements and understood the way in which places are allocated.

I agree to provide the School Admissions Service with information regarding my child’s address, upon request, as part of their verification process. (See Pupil’s Details in the booklet.)

Name of Parent or Adult with parental responsibility:

Signature of Parent or Adult with parental responsibility:

Date:

If you are applying for a place at a school on religious/faith grounds, please complete Section E.

If you have any questions about the admissions arrangements, please contact:

School Admissions Service,
Borough Hall, Cauldwell Street
Bedford MK42 9AP

Telephone General Enquiries Line: 01234 718120

Fax: 01234 228846

Email: admissions@bedford.gov.uk

Data Protection

We will hold the personal details supplied on the application form for the purposes of processing your application for a school place. We will share the information internally within the Council with relevant officers and schools and may also be shared with other relevant Local Authorities. We will safeguard your personal details and will not be divulged to any other individuals or organisations for any other purposes.

Section E: Applications to St. Thomas More Catholic School only

If your application is for a place at the following **Catholic School**, on religious grounds because your child has been baptised or enrolled in a catechumenate programme, you **must** provide their Baptismal Certificate or your priest **must** confirm enrolment in the programme. In addition if you are a practising Catholic family, your priest **must** confirm this, by signing the declaration below.

If you are a member of another denomination or faith and you would like your child to attend a Catholic School on religious or faith grounds, your priest, minister or faith leader **must** sign the declaration below to support your application.

You may wish to refer to the transfer booklet for the admissions criteria.

If you do not supply the required evidence of faith affiliation we will not be able to process your application under the faith criteria.

School(s):

Pupil's Surname: First Name(s):

Address:

Date of Birth:

Baptismal Certificate **MUST** be attached (please tick):

Yes:

No:

Declaration by Priest, Minister or Faith Leader

I confirm that:

- The family of this child is a practising Catholic family
- This child is not baptised but is enrolled in a catechumenate programme
- I support this application

Please tick

Name and Address of Priest, Minister or Faith Leader:

Name of Congregation / Place of Worship:

Signature of Priest / Mnister / Faith Leader:

Christian denomination or religious faith:

Date:

