

East Sussex County Council

Primary school application form 2009-10

Please complete this form after reading the guidance notes at the end of this document, and admissions booklet 2009-10.

1. Child's details

<i>See note 1a</i>	Legal surname	
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<i>See note 1a</i>	Surname known as (if different)	
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<i>See note 1a</i>	First name/s	
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Please tick one of the boxes below.

Male		Female		Date of birth <i>using the dd/mm/yyyy format eg 05/07/2005</i>	
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<i>See note 1b</i>	Address	
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<i>See note 1b</i>	Postcode	
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<i>See note 1c</i>	Name of the pre-school or nursery your child currently attends	
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2. Parent/carer details (1)

<i>See note 1d</i>	Title (please specify if Mr/Mrs/Miss/Ms/Other)			
<i>See note 1d</i>	Surname			
<i>See note 1d</i>	First name/s			
What is your relationship to the child?				
<i>See note 1d</i>	Home phone		Work phone	
<i>See note 1d</i>	Mobile phone		Email	
Is your address the same as the child's?	Yes		No	
If no, please give your address details.				

Parent/carer details (2)

<i>See note 1d</i>	Title (please specify if Mr/Mrs/Miss/Ms/Other)			
<i>See note 1d</i>	Surname			
<i>See note 1d</i>	First name/s			
What is your relationship to the child?				
<i>See note 1d</i>	Home phone		Work phone	
<i>See note 1d</i>	Mobile phone		Email	
Is your address the same as the child's?	Yes		No	
If no, please give your address details.				

3. Other information

Please answer yes or no to the following questions

Does the above child have a statement of special educational needs?	
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Is the above child in the care of a local authority?	
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If the child is in the care of a local authority, please give the name of the authority:	
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Please give the names of brothers or sisters at the above address, who can be classed as siblings and who will be at one of your preferred schools in September 2009.

See note 1e	Child's name	Date of birth	School (or school applied for)
See note 1e			
See note 1e			
See note 1e			

4. Your preferred schools

Please list below, in priority order, the school(s) you wish your child to attend. You can list up to three schools if you wish.

See note 1f	1st preference	
See note 1f	2nd preference	
See note 1f	3rd preference	

Please note: the law allows you to state a preference rather than choose your child's school.

5. Signature

See notes 1d and 3	Signature of parent/carer (1)		Date using the dd/mm/yyyy format eg 05/02/2009	
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See notes 1d and 3	Signature of parent/carer (2)		Date using the dd/mm/yyyy format eg 05/02/2009	
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(The person making the declaration of interest on this form **must** have parental responsibility)
Please tick the appropriate statement.

I confirm that all the information on this form is correct and that I have parental responsibility for the child named in section 1 "Child's details". I understand that the authority reserves the right to verify the information I have supplied and that any offer of a place based on fraudulent information may be withdrawn.	
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We confirm that all the information on this form is correct and that we have parental responsibility for the child named in section 1 "Child's details". We understand that the authority reserves the right to verify the information we have supplied and that any offer of a place based on fraudulent information may be withdrawn.	
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<p>Please return this form to :</p> <p>The Admissions Team Children's Services Department PO Box 4 County Hall St Anne's Crescent Lewes BN7 1SG</p>

Additional information

See note 2	<p>Please give any additional information to support your application for your preference(s) now. This is particularly important if you are applying under category (2) of the admissions criteria (see page 13 of the booklet).</p> <p>You must attach any independent supportive evidence to this application form. Additional information received after the allocation of school places may not be taken into account.</p>
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Please tick this box if you are sending any additional information by post to support this form, for example a letter from your doctor.	
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NOTES:

These notes are intended to help you to complete the school application form. However, we recommend you read the booklet 'Applying for a school place for your child 2009-2010' before completing the form.

- 1. **Please ensure you give us the following information:**
 - a) Your child's full name and their date of birth and put an X in the appropriate box to indicate whether your child is a boy or a girl. Please note that the Admissions Team will use your child's legal surname.
 - b) Your child's home address. This must be the place where your child mainly lives on a regular basis. If you are likely to move house before September 2009 which could mean that you need to change your preference for a school, please see the sections 'Changes after the closing date' starting on page 10 and 'Moving house' on page 11 of the admissions booklet. You will need to send us evidence of your move and we may ask for verification that your house move has taken place. Places cannot be held open for children moving into an area.
 - c) The name of the school, pre-school group, nursery etc that your child is attending.
 - d) Your full name, and if you wish, your telephone number(s) and email address. Please tell us your relationship to the child – mother, father, grandparent etc. The person who signs the application form must have parental responsibility for the child. If you are uncertain of your parental status you can ask the Admissions Team for advice. Their telephone number is: 01273 481000. There is space for both parents to give their details and sign the application although this is **not** compulsory. **If your address is different from that given in the child's details, please give us your address under 'Additional information'**.
 - e) The names and dates of birth of brothers/sisters living at the same address who attend any of your preferred schools. This is particularly important if you want your child to join the same school as a brother or sister. For admissions to community and voluntary controlled schools, children are siblings in they are full or half brother or sister or adoptive/foster brother or sister living in the same household.

- f) You may name up to three different schools on the form and you should list them in your order of priority. See the section 'Applying for a school place' which starts on page 9 of the booklet.

2. Special reasons for your preference:

The County Council's admissions criteria are on page 13 of the booklet. If you are applying for a place at a school under category (2) of the criteria you should say what your special reasons are for wanting your child to go to one school rather than another. For example, tell us if your child has a medical condition that makes it necessary for him/her to attend a particular school and give the reasons why that school can specifically meet your child's needs. If you wish, you could obtain a letter from your family doctor that explains the situation.

The additional information must be given to us by the closing date for applications as it is important that we have the information available when we make a decision on your request for a place at a particular school. We may not be able to take into account any information submitted after the closing date for applications.

3. And lastly:

- a) Please check that the information you have given us is correct and then sign and date the form.
- b) Return the application form to the address on page 4 of this form. Please see pages 10 and 11 of the booklet for information about application forms that we receive after the closing date. Forms that are returned late may be subject to delay.

The Children Act 1989

Under the terms of the Children Act 1989, married parents or the unmarried mother of a child automatically has parental responsibilities. Other people, including unmarried fathers, step-parents, cohabitees, grandparents and other relations, and foster carers, may acquire parental responsibility in a variety of ways, such as being granted a residence order which automatically confers parental responsibility on the applicant(s).

Data Protection

The personal information that you have provided may be held on computer systems at schools/colleges and at Children's Services. More details about the purposes for which this information may be used, including the general arrangements for running schools/colleges as well as the provision of support services to pupils, students and their parents can be found on page 93 of the admissions booklet. These uses of personal information are covered by registrations under the Data Protection legislation, under which you have the right to obtain a copy of the information we hold about you.