

DATA PROTECTION

The data controller is Coventry City Council. The data you provide to the Admissions & Benefits Team will only be used to allocate a school place for your child or at a school appeal or in respect of any other of the Council's statutory functions. Coventry City Council in fulfilling its data protection obligations will treat all personal data, held manually and on a computerised administration database with due care, and will only disclose data in accordance with the Data Protection Act 1998.

Date received in school:
STUDENT ID:

SECONDARY SCHOOL COMMON APPLICATION FORM SEPTEMBER 2018

This form should be ONLY be completed by Coventry residents.

You are advised to read the booklet Secondary Admissions 2018 available online at www.coventry.gov.uk

Please ensure on form is completed for each child.

CHILD'S DETAILS

First name..... Surname.....

Date of Birth..... Female Male

Home Address.....

Post Code.....

Insert your Council Tax property number

Name of person liable for the Council Tax.....

Is your child of Multiple Birth, for example twin? Yes No

Present Primary School.....

Does your child have a statement of special educational needs or Education and Health Care Plan? Yes No

Has your child ever been in public care/looked after by a local authority? Yes No

If yes, which Local Authority

REQUEST FOR SCHOOLS

List in order of preference the Secondary Schools you wish to request for your child. (If the child you are applying for has more than one brother/sister at the school, only the youngest brother/sister's details are needed).

Preference Rank	Name of School	Brother/Sister's Name	Date of Birth
1			
2			
3			

Please tick the box if you have also applied to an Independent School

Please indicate which school you have applied for.....

PREFERENCE FOR BLUE COAT CHURCH OF ENGLAND SCHOOL OR SEVA SCHOOL

If you have requested Blue Coat CE School or Seva School and wish to be given preference on the grounds of faith please ensure you complete and return the **Supplementary Form to the school direct**. Supplementary forms are available online at www.coventry.gov.uk/schooladmissions or by contacting the relevant school direct.

Have you completed and forwarded supplementary form to the school? Yes No

PREFERENCES FOR CATHOLIC SCHOOLS

You only need to complete this part if you are applying for Catholic secondary schools. This information will be used to assist in the allocation of places at those schools and will not be used for any other purpose.

Is your child baptised Catholic?		Yes / No	
Place of Baptism		Baptism date	
Place of Confirmation		Confirmation date	

If your child is a baptised catholic but does not attend a catholic primary school and you have requested a catholic secondary school as a preference, you will need to forward a copy of his/her baptism certificate or a letter from your priest confirming baptism, to your preferred catholic school/s by the **31st October 2017**. Failure to do so could result in your child not being considered under the appropriate admissions criteria.

Please tick to confirm that you have forwarded the certificate/letter to the catholic school requested

REASONS FOR PREFERENCE

Use this space to give information to support your application

DECLARATION AND SIGNATURE OF PARENT/CARER LIVING WITH THE CHILD

I understand that the schools admission section may contact other relevant agencies to validate this application and I authorise the release of relevant personal data for that purpose. I understand that information in respect of my child's Baptismal status may be shared with and sought from my child's present school and preference school for school admission purposes only.

I confirm that I have read and understood the admissions arrangements and the information I have given is correct. I understand that giving false information may result in a school place being withdrawn.

I agree that where more than one person has parental responsibility for this child, agreement over the preference has been reached. I understand that failure to do so may result in a delay to this application and legal resolution may need to be sought.

Signature of Parent/Carer..... Date.....

PARENT/CARER'S DETAILS, PLEASE PRINT IN FULL

Mr/Mrs/Miss/Ms... First name..... Surname.....

Relationship to child..... Do you have parental responsibility? Yes No

Mobile Number..... Daytime Number.....

Email Address.....

Complete and return this form to your child's primary school if it is within Coventry, alternatively return to: PO Box 15, Council House, Coventry, CV1 5RR no later than **TUESDAY 31ST OCTOBER 2017**. Any application received after this date will be a late application.

On receipt of your application a letter of confirmation will be sent to you within 14 days. **If you do not receive an acknowledgement please email immediately secondaryadmissions@coventry.gov.uk as this means your application has not been received.**

PLEASE DO NOT WRITE BELOW THIS LINE- FOR OFFICE USE ONLY

Received