



For official use only

Transfer to Upper School Application Form 2009

APPLY ONLINE
@
www.bedfordshire.gov.uk/onlineadmissions

The Bedfordshire School Admissions Service is co-ordinating the procedure for requesting a place at any Bedfordshire* upper school for September 2009.

If you are a parent or adult with parental responsibility, live within the administrative area covered by Bedfordshire County Council and you would like to apply for a place at any Bedfordshire* upper school, you must apply online or complete this application form.

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

If your child is not currently attending a Bedfordshire middle school, please send this form directly to the address on page 6 of this form.

If you live in another 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 **3 November 2008**. If you do not apply by this date, we cannot guarantee to consider your request.

Before you apply please read carefully the booklet which came with this form.

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).

Please fill in this form in BLOCK LETTERS, using BLACK INK.

Section A

Pupil's Details

Pupil's surname: First name(s):

Pupil's address at time of application:

Date of birth: (dd/mm/yyyy)

Sex (please tick): Male Female

Name of current school and date admitted:

Home telephone no:

Name of parent or adult with parental responsibility:

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

Relationship to child: Daytime tel no:

Please note that any offer made will be withdrawn if we find that the parents have given false information.

Section B

Bedfordshire County Council Schools

This part of the form relates only to schools within the existing boundary of the administrative area of Bedfordshire County Council (if you are applying for your child to attend an independent school or a school maintained by another Council please see Section E). You may nominate up to three preferred schools in the county. 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 please see Note 2 on page 5 and Section D on page 10 of the booklet. Please read the admissions criteria for the schools you are interested in. Please also read the section on page 13 of 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:

If you have put your catchment area school as your first preference you do not need to put a second or a third preference. Go straight to the declaration on page 3 unless Section D i), ii), iii) or iv) applies.

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 will still be attending one of the schools you have nominated, please give details below:

Name:

Date of birth:

School attending:

Address of older child if different from Section A:

Section D

Other Information

Other information about your child
(See booklet, Section D i) to iv) page 10 and 11)

Please tick

Yes

No

- | | | | |
|------|---|--------------------------|--------------------------|
| i) | Does your child have a statement of Special Educational Needs? | <input type="checkbox"/> | <input type="checkbox"/> |
| ii) | Is your child a "looked after" child? (See booklet page 5) | <input type="checkbox"/> | <input type="checkbox"/> |
| iii) | Does your child have a "very exceptional" medical reason why she/he should be given priority of admission to one of the schools in Section B? (See booklet page 10) | <input type="checkbox"/> | <input type="checkbox"/> |
| iv) | Is Queensbury the nearest upper school to your child's home address? Queensbury applicants only. | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered "yes" to i) ii) or iii) above, please give details in the "Additional Information" box .

Section E

Independent / Out of County School

If you are applying separately for your child to attend an independent school or a school not maintained by Bedfordshire County Council, please give details below. Do not include the school in Section B.

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 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 Section A on page 8 of 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 F and/or Section G.

Section F Applications to Church of England Schools only

If your application for a place at the following **Church of England** School is on **religious or faith grounds** you **must** make sure that your priest, minister or faith leader confirms, by signing the declaration below, that you meet the criteria for admission to the school. You should take the relevant page of the booklet with you so that he/she can confirm that you meet any attendance requirements.

Manshead - Page 52

Name of school from Section B:

Your denomination/religious faith:

Reason for choosing this school.

Place of worship and address:

Declaration by Priest, Minister or Faith Leader

I confirm that

Name of parent(s) or adult(s) with parental responsibility:

Is a member / practising member of this congregation / place of worship (please complete below) and meets the criteria for admission to the following school:

Name of School

Name of congregation/place of worship:

Name and address of priest, minister or faith leader:

Signature of priest/minister/faith leader:

Christian denomination or Religious faith

Date:

Section G

Applications to Catholic Schools 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 a copy of 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 relevant page of the booklet for the admissions criteria.

St Thomas More - Page 57

Name of school from Section B:

Your denomination/religious faith:

Reason for choosing this school.

Place of worship and address:

Tick

Copy of Baptismal Certificate **MUST** be attached

Yes

No

Declaration by Priest, Minister or Faith Leader

I confirm that:

Please Tick

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

Name and address of priest, minister or faith leader:

Name of congregation/place of worship

Christian denomination or Religious faith

Signature of priest/minister/faith leader:

Date:

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

School Admissions Service, Children's Services
County Hall, Cauldwell Street
Bedford MK42 9AP

Telephone General Enquiries Line

01234 718120

Fax No. 01234 228846

email: admissions@bedscc.gov.uk

Data Protection Act 1998

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.