

## Use this form only for children born between 1 September 2006 and 31 August 2007

Please refer to 'A guide for parents and carers on applying for a secondary school place' for guidance when completing your application.

## Apply online at [www.bristol.gov.uk/schooladmissions](http://www.bristol.gov.uk/schooladmissions) and follow the link to the online application form

If you don't have the Internet at home, you can visit your local library and some schools where the staff may be able to help.

- It's quick and easy to do
- You will get email confirmation that your application has been received
- The system helps you by checking for errors
- There is no risk that your application will get lost in the post
- Log in with your username and password to make changes and resubmit your application at any time until midnight 31 October 2017.
- The system has a series of security procedures which will prevent anyone seeing information they are not entitled to see
- Available 24 hours a day, seven days a week up until the final submission time of midnight 31 October 2017.

There is no need to submit a paper application as well. Submission of duplicate applications can slow the process down as further checks need to be carried out by the School Admissions Team.

Please check to see if you need to complete a supplementary or additional information form.

### How to complete a paper form

If you complete a paper form, use BLOCK CAPITALS and black ink. The completed form must be submitted before midnight 31 October 2017. If your form is likely to arrive with School Admissions after this date you will need to obtain proof of postage to show it was sent prior to the closing date and time.

Send to: **School Admissions (City Hall)**  
**PO Box 3176**  
**BRISTOL BS3 9FS**  
**t 0117 903 7694**

- You are advised to make a photocopy of your completed form
- Please remember to sign and date the form
- Ensure you complete a supplementary information form if necessary

If you are submitting this form after 31 October 2017, it will be considered as a late application.



### Receipts for applications forms

You will receive an acknowledgement that we have received your form if you enclose a stamped addressed postcard or envelope.

**Please remember to sign this form on page 4 >>>**

**Do not complete this application form if your child has a Statement of Special Educational Need or Education, Health and Care plan – contact the SEN team on SEN@bristol.gov.uk or 0117 922 3700**

### Parent or Carer Details

Title:  Forename:

Surname(s):

Home address:

Postcode:

Tel (home):

Tel (work):

Tel (mobile):

Email address:

Relationship to child:

Mother  Step parent  Foster parent  Other family member

Father  Social worker  Private Fostering Arrangements  Other contact   
(see page 4 of guide)

If you do not have parental responsibility for the child, please tick this box

### Child's Details

Forename:

Middle name(s):

Surname:

Date of birth: Day  Month  Year  Gender: male  female

Address (if different from parent/carer):

Child's present school:

Name:

Is this child from a multiple birth (twins/triplets etc) Yes  No

Is this child "looked after" by a Local Authority (sometimes referred to as 'being in care')? Yes  No

Has the child previously been "looked after"? Yes  No  Documentation required to support (see page 4 of guide)

If yes, which Local Authority?

Name of social worker:

Tel:

Email address:

## Preferences

Please enter the names, in priority order of any maintained secondary school(s) (including Academies, Free Schools, Foundation/Trust Schools and Voluntary Aided Schools) that you would like your child to attend. Whilst all admission authorities will have regard to the reasons for your school preferences, giving reasons for your preference does not guarantee a place at your preferred school or mean that admission authorities can deviate from their published admissions policies.

### 1st Preference School

My 1st preference is:  School

Reasons for preference/additional information: Medical/social reasons

Other:

Sibling already at the school (please give details):

Forename:

Middle name(s):

Surname:

Date of birth: Day  Month  Year  Gender: male  female

Present school:

Home address (if different to address(es) given for the parent/carer or child for whom application is being made):

### 2nd Preference School

My 2nd preference is:  School

Reasons for preference/additional information: Medical/social reasons

Other:

Sibling already at the school (please give details):

Forename:

Middle name(s):

Surname:

Date of birth: Day  Month  Year  Gender: male  female

Present school:

Home address (if different to address(es) given for the parent/carer or child for whom application is being made):

Please remember to sign this form on page 4 >>>

### 3rd Preference School

My 3rd preference is:  School

Reasons for preference/additional information: Medical/social reasons

Other:

Sibling already at the school (please give details):

Forename:

Middle name(s):

Surname:

Date of birth: Day  Month  Year  Gender: male  female

Present school:

Home address (if different to address(es) given for the parent/carer or child for whom application is being made):

### The Data Protection Act 1998

Fair Processing Notice (Schedule 1 Section 2 Subsection 1(a) and Section 3).

Local Authorities hold information on children and young people in order to provide education and care services and in doing so must comply with the Data Protection Act 1998. This means, amongst other things that the data must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and with whom it may be shared.

The Local Authority (LA) uses information about children to carry out specific functions for which it is responsible, such as the assessment of special educational needs, home to school transport requirements, admissions, pupil welfare, children looked after, exclusions and early years support. Anonymised information is used to derive statistics, to inform decisions on (for example) the funding of schools, to assess school performance and track service provision. Information may be kept on file for up to eight years after a child has left school.

Information collected may be exchanged with other council departments and Children's Services (for example other Local Authorities and the Local Health Authority) where there is a statutory requirement or it is deemed to be of benefit to the child. To make sure children receive the services that they need, the Department for Education (DfE) plan to create a list of all children by bringing together data from different Children's Services. In preparation for this, Bristol City Council's People Directorate plans to gather information held locally to allow professionals working with a child to find out who else is involved.

Children and young people, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, please contact Bristol City Council in writing: Data Protection Officer, Bristol City Council, PO Box 3176, Bristol BS3 9FS. A fee is charged for this service.

### Declaration (please sign here)

I state, to the best of my knowledge and belief, that the information I have given is correct and complete and I will advise Bristol City Council in writing of any changes to the information on this form. I understand that the provision of incorrect information could lead to the withdrawal of an offer of a school place. I have read the Fair Processing Notice. I confirm that I have not made a duplicate application online. I have read the guidance issued by Bristol City Council in relation to making an application for a school place:

Signed (parent/carer):

Date: