Bristol Local Authority common application form for **Year 7 admissions in September 2027**

Use this form only for children born between **1 September 2015** and **31 August 2016**

For guidance when completing your application, please refer to information on-line at: **www.bristol.gov.uk/secondaryadmissions**

Apply online

To apply online, follow the link to the application form at www.bristol.gov.uk/applysecondaryschool

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 2026**.
- 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 2026**.

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 your preferred school(s) admissions policy 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 2026**.

When posting paper applications, it is recommended that you obtain independent proof of postage, such as recorded delivery. Post in good time to ensure application is received on or before the closing date. Send to:

School Admissions (City Hall)
PO Box 3399
BRISTOL
BS1 9NE

- 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 2026, it will be considered as a late application.

Please remember to sign this form on page 6.



Documents available in other formats:

You can request alternative formats of this document by contacting:
school.admissions@bristol.gov.uk / **0117 903 7694**

BRISTOL LEARNING CITY

BRISTOL CITY COUNCIL

If your child has an **Education, Health and Care Plan**, you should not complete this application form. Contact the Special Educational Needs Team on **SEN@bristol.gov.uk** or **0117 922 3700** who can advise on the next steps.

Parent or carer details

Title:

Forename:

Surname(s):

Home address:

Postcode:

Telephone: Home

Mobile

Work

Email address:

I would like to receive the outcome of my application by **email** ☐ Yes ☐ No

Relationship to child:

- ☐ Mother
- ☐ Father
- ☐ Step parent
- ☐ Other family member
- ☐ Foster parent
- ☐ Social worker
- ☐ Private fostering arrangements
- ☐ Other contact

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

See definition online at: www.bristol.gov.uk/schooladmissionterms

Please remember to sign this form on page 6 >>>

Child's details

Forename:

Middle name(s):

Surname:

Date of birth (dd/mm/yyyy): Gender: male female

Address *(if different from parent/carer)*:

Postcode:

Is the child a member of a Service or Crown Servant family, who are returning/moving to the address selected to take up duties? Yes No

Child's present school:

Is this child from a multiple birth (twins/triplets etc)? Yes No If yes, please give details:

Sibling 1 forename:

Sibling 1 surname:

Date of birth (dd/mm/yyyy): Gender: male female

Sibling 2 forename:

Sibling 2 surname:

Date of birth (dd/mm/yyyy): Gender: male female

Is this child 'looked after' by a Local Authority (sometimes referred to as 'being in care')?

Yes No

If yes, which Local Authority?

Name of social worker:

Telephone: Email:

Has the child previously been 'looked after'? Yes No

After immediately being looked after became subject to an adoption, child arrangement or special guardianship order – including adopted outside England and internationally? Yes No

Please state which category they fall within:

Special Guardianship Order Adoption Order Child Arrangement Order

Documents will need to be provided as proof of care status, together with a letter from the Local Authority that last 'looked after' your child confirming the child was in care to the Local Authority immediately prior to the order being granted. In all cases, it is your responsibility to confirm that the Local Authority has received the documentary evidence.

Please remember to sign this form on page 6 >>>

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.

1st preference school

My 1st preference school is:

If your preferred school(s) are outside the City of Bristol then please provide the school's full address including postcode:

Sibling already at the school *(please give details)*

Forename:

Middle name(s):

Surname:

Date of birth (dd/mm/yyyy): 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 school is:

If your preferred school(s) are outside the City of Bristol then please provide the school's full address including postcode:

Sibling already at the school *(please give details)*

Forename:

Middle name(s):

Surname:

Date of birth (dd/mm/yyyy): 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 6 >>>

3rd preference school

My 3rd preference school is:

If your preferred school(s) are outside the City of Bristol then please provide the school's full address including postcode:

Sibling already at the school *(please give details)*

Forename:

Middle name(s):

Surname:

Date of birth (dd/mm/yyyy): 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)*:

Reasons for preference *(optional)*

Please tick any of the following reasons for your school preference(s). You may give reasons for your school preferences, but you should note that all allocations must be made in accordance with the published admissions criteria if the school is oversubscribed.

1st preference school:

Medical, psychological, or social reasons

Religion or faith

Parent employed at the school

Other reasons *(please specify what these reasons are)*:

2nd preference school:

Medical, psychological, or social reasons

Religion or faith

Parent employed at the school

Other reasons *(please specify what these reasons are)*:

3rd preference school:

Medical, psychological, or social reasons

Religion or faith

Parent employed at the school

Other reasons *(please specify what these reasons are)*:

Please remember to sign this form on page 6 >>>

Fraud Declaration

Bristol City Council is under a duty to protect the public funds and assets it administers. We may use the information you provide for the prevention and detection of fraud. We may also share this information with bodies responsible for auditing or administering public funds for these purposes.
Visit our website for further information.

The Data Protection Act 1998

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

UK GDPR and Data Protection Act 2018 Fair Processing Notice (Schedule 1, Section 2, Subsection 1(a) and Section 3). Local Authorities hold information on children and young people to provide education and care services and in doing so must comply with the UK GDPR and Data Protection Act 2018 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 3399, Bristol, BS1 9NE**

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 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 (dd/mm/yyyy):

Submit your form

Once you have completed this PDF form, please save your answers and press the *'submit form'* button below to email back to:
school.admissions@bristol.gov.uk

>>> **Submit form** <<<



Please remember to date and sign this form in the space above