

**OFFICE USE ONLY**

Level 1

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## Application for admission to Year 7 at a secondary school in September 2024 for a child living in the borough of Wandsworth

If you live in the borough of Wandsworth, your child was born between 1 September 2012 and 31 August 2013 and you are unable to apply online, you should complete this form to apply for **any** state school, in any area. If you live outside the borough of Wandsworth, you must complete the form available from the council within whose area you live, even if you are applying for schools in Wandsworth.

If your child has an Education, Health and Care plan (EHC plan) please **DO NOT** complete this form (see note on page 2).

**Please complete all the questions in block capitals using black ink.**

### Section A – Personal details

#### 1. Details of child

Family name \_\_\_\_\_ First name \_\_\_\_\_

Date of birth \_\_\_\_\_ BOY  GIRL  (please tick)

Address (This must be the child's only permanent address - see page 10 of the Choose a Wandsworth Secondary School brochure)

\_\_\_\_\_

\_\_\_\_\_

Full postcode \_\_\_\_\_

#### 2. Details of parent(s) or carer(s) with whom the child lives at the above address

##### Parent/carer 1

Title (please tick) Mr  Mrs  Miss  Ms

Family name \_\_\_\_\_

First name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Home/daytime telephone no. \_\_\_\_\_

Mobile telephone no. \_\_\_\_\_

Email. \_\_\_\_\_

##### Parent/carer 2

Title (please tick) Mr  Mrs  Miss  Ms

Family name \_\_\_\_\_

First name \_\_\_\_\_

Relation ship to child \_\_\_\_\_

Home/daytime telephone no. \_\_\_\_\_

Mobile telephone no. \_\_\_\_\_

Email. \_\_\_\_\_

#### 3.Children in public care/previously in public care

Is the child in the care of a local authority? Yes  No  (please tick)

Was the child previously in care and now adopted, or subject to a residence order, a child arrangement order or a special guardianship order? Yes  No  (please tick)

If Yes, please state which local authority \_\_\_\_\_

Was the child in state care outside of England and ceased to be so because they were adopted? Yes  No  (please tick)

**If Yes, you must provide documentary evidence with your application. (e.g. a letter from the local authority social services department, or court order).**

#### 4. Details of primary school

Name of primary school \_\_\_\_\_

If your child's school is NOT in the borough of Wandsworth please give the address and borough.

Address \_\_\_\_\_

Borough \_\_\_\_\_

Please turn the page and read the notes carefully before completing Section B.

## Please read this page carefully before completing question 5.

- You must complete question 5 to apply for a place in **any** state school in **any** area. You should therefore include the schools you wish to apply for in Wandsworth **and** any schools outside Wandsworth.
- You can use this form to apply for up to **six** state schools. Don't include private schools. You may only complete one form.
- You should apply for **at least four** schools to increase your options. If you apply for one or two schools only, it **does not improve your chances** of being offered a place. If your application is unsuccessful, you will be offered a place at the nearest alternative school with an available place on 1 March. The alternative schools you could have applied for may already be full by this time, so you are advised to include them on your form now.
- If you are applying for schools some distance from your home, you are strongly advised to also apply for at least one school near to your home, because distance is used by many schools to decide which children are offered places.
- When you have decided which schools to apply for you must write them in the boxes at question 5 **in the order you prefer them**. Please only enter one school in each box.
- If your child can be allocated a place at **more than one** school, Wandsworth Council will offer you a place at **whichever of these** schools you put highest in your list in question 5. It is therefore very important that you list the schools in the right order as this cannot be changed later.
- If you have listed schools in other boroughs, we will pass the details of your application to the other borough councils.
- Your child will be considered **separately** for each school you apply for. The schools will not be told which other schools you have applied for, or the order in which you prefer the schools.
- Each school you apply for will decide whether it can allocate your child a place based on its published admissions criteria. Please read the criteria of the schools you are thinking of applying for before completing this form (see pages 18-39 of the *Choose a Wandsworth Secondary School* booklet or the booklets for schools in other areas).
- Before places are offered, Wandsworth Council will check whether your child can be allocated a place at more than one school. If you have applied for schools in other boroughs, we will also check with those councils whether your child can be allocated a place.

### Wandsworth Year 6 Test

All children whose parents are applying to Ashcroft Technology Academy, Burntwood School, Chestnut Grove Academy or Graveney School must be registered by 5 September 2023 to be invited to the test. Registered children attending a Wandsworth primary school will take the test on between 27-29 September 2023. Children attending independent schools or schools in other boroughs will be invited to take the test on Saturday 1 October 2023. Parents will be provided with the scores in mid October 2023.

### **Children In Public Care, children previously in state care (in England or another country) now adopted, or children previously in public care in England now subject to a residence order, a child arrangement order or special guardianship order.**

The above children receive priority for admission to school. If the child for whom you are applying is in the care of a local authority or subject to the other situations described above, you must give details on the application form and provide documentary evidence to prove priority for admission. Please see page 10 of *Choose a Wandsworth Secondary School* for further information.

### **Special Educational Needs (SEN)**

If your child has an Education, Health and Care plan (EHC plan) *please do not complete this form*. Contact the Wandsworth Special Needs Assessment section to state your preference(s) for secondary school(s), if you have not already done so at your child's Year 5 annual review or when you received the proposed amended plan. Telephone (020) 8871 8061/8613.

## Section B – Secondary school preferences

### 5. Secondary school preferences

Please read the notes on the page opposite and then write the name of up to **six** secondary schools for which you wish to apply. **You must list the schools in the order you prefer them.** Include all state schools or Academies (but NOT private schools) for which you are applying, including any schools which are outside the borough of Wandsworth. For schools outside Wandsworth, please include the borough or county in which the school is located. Your application details will be forwarded to the relevant council. You **must** tick the box if you are applying as a member of staff at the school and complete the details below.\*

<b>1st</b> preference	Borough/County	*Staff <input type="checkbox"/>
<b>2nd</b> preference	Borough/County	<input type="checkbox"/>
<b>3rd</b> preference	Borough/County	<input type="checkbox"/>
<b>4th</b> preference	Borough/County	<input type="checkbox"/>
<b>5th</b> preference	Borough/County	<input type="checkbox"/>
<b>6th</b> preference	Borough/County	<input type="checkbox"/>
*Name of member of staff:		
*Relationship to child:		

## Section C – Additional information

### 6. Details of siblings

If your child already has an older brother or sister attending any of the secondary schools you have listed at question 5, please give details below.

Family name	First name
Date of birth	BOY <input type="checkbox"/> GIRL <input type="checkbox"/> <i>(please tick)</i>
School	
Family name	First name
Date of birth	BOY <input type="checkbox"/> GIRL <input type="checkbox"/> <i>(please tick)</i>
School	

**If your child is a twin or other multiple birth please give the details of the other child(ren) and complete a separate application form for each child.**

Family name	First name
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### 7. Reasons for preference(s) (optional)

You **do not** need to complete this question unless you wish to give reasons for your preference for any school. If you think that there are **exceptional** medical or social reasons why your child should attend a particular school, you **must** provide professionally supported evidence with this application form in order for your application to be considered on these grounds. It is very important that you check the admission criteria of each school for which you are applying to see if priority can be given on this basis. (You **must** also state which of the schools you have listed in question 5 you want your professional evidence sent to).

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You **must** tick this box if you are enclosing professional evidence  \*

\* I am enclosing professional evidence to be sent to (list all relevant schools):

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## Section D – Supplementary Information Forms (SIFs)

### 8. Application for Voluntary Aided or Academy (Church) schools in Wandsworth

If you have included St John Bosco College in your list of preferences in question 5, you must also complete the school's **supplementary information form**. Similarly if you have included Saint Cecilia's Church of England School in your list and wish to apply for a Foundation place, you must also complete the school's **Foundation place supplementary information form**. The forms are available to download at [www.wandsworth.gov.uk/admissions](http://www.wandsworth.gov.uk/admissions) and must be returned to the school before 31 October 2023. Form received after this date may be treated as late.

### 9. Specialist places in Wandsworth schools

Three Wandsworth schools offer some of their places to children with a special aptitude for a particular subject. If you intend to apply for any of these schools and you also want your child to be assessed for a specialist place you must submit the school's SIF to the school by the dates below as well as listing the school in your list of preferences in section B, above.

- Ashcroft Technology Academy (Technology) – 25 September
- Chestnut Grove Academy (Art or Modern Foreign Languages) – By midday 8 September
- Saint Cecilia's Church of England School (Music) – 9 October

### 10. Application for schools in other boroughs

If you have included any school(s) outside the borough of Wandsworth in your list of preferences at question 5, you should check the school's admission arrangements to see if you also need to fill out any supplementary information form.

### 11. Declaration and signature of parent/carer

- I certify that I am the person with parental responsibility for the child named above who lives in the Borough of Wandsworth and that the information given is true to the best of my knowledge and belief.
- I wish to apply for a place at each of the schools named in question 5, and I have listed these schools in my order of preference.
- I confirm that the address provided on this form is my child's **only permanent residence** and that Wandsworth Council will take all reasonable steps to verify this and any other information I have provided on this form.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn.

Parent's/carer's signature

Date

### Checklist:

Before returning this form, please tick these boxes to confirm that you have:

- Read the notes on this form and the secondary admissions brochure for the borough in which each school for which you are applying is located.
- Checked that your child's address is within the borough of Wandsworth.
- Completed all relevant sections of this form.
- Completed any supplementary information forms required by any of the schools for which you are applying (Check the admission arrangements to see if a form is required).

**PLEASE RETURN THIS FORM BY 31 OCTOBER 2023\* to: [admissions@richmondandwandsworth.gov.uk](mailto:admissions@richmondandwandsworth.gov.uk)**

**or by post to:**

**Pupil Services, Wandsworth Council, Children's Services Department,  
Town Hall Extension, Wandsworth High Street, SW18 2PU**

**(Forms received by the council after 31 October 2023 will be treated as late)**

\* See page 13 of the 'Choose a Wandsworth Secondary School' brochure

Under the Data Protection Act 2018 and GDPR this authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. Please refer to our Privacy Notice

[www.wandsworth.gov.uk/info/200316/open\\_data\\_and\\_transparency/1535/wandsworth\\_council\\_privacy\\_notice](http://www.wandsworth.gov.uk/info/200316/open_data_and_transparency/1535/wandsworth_council_privacy_notice)

For more information on how we use your data, please see our privacy notices here Wandsworth Council privacy notice - [www.wandsworth.gov.uk/wandsworth-council-privacy-notice](http://www.wandsworth.gov.uk/wandsworth-council-privacy-notice) and here Education and Learning privacy notice - [www.wandsworth.gov.uk/education-and-learning-privacy-notice](http://www.wandsworth.gov.uk/education-and-learning-privacy-notice)