

# COMMON APPLICATION FORM (SECONDARY)

Admission to Secondary School to start Year 7 in September 2017

Children born 1 September 2005 to 31 August 2006

Please read the notes carefully before completing this form.

Please complete in CAPITAL LETTERS

Please post this completed form to:

The Admissions Team  
County Hall, New Road  
Oxford, OX1 1ND

Office Use Only

Date Received

ONE ☐

Closing date for Form

**31 OCTOBER 2016**

## SECTION 1: Child's details

Legal Surname		First Name			
If your child is known by a different surname, please state it here		Middle Names			
Address			Male or Female		
			Date of Birth		
			Day	Month	Year
	Postcode				

Your child's current Primary or Junior school	
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## SECTION 2: Your preferences

Use the boxes below to list up to three schools you would like your child to attend.. Put the school you would most like your child to attend first in the list. If you know the code for the school, please write it in the boxes provided.

First Preference School				School Code No.	Office Use
If your child has any older brothers or sisters attending this school, please give their name(s) and date(s) of birth here	Name		Name		
	DoB		DoB		
Reasons for your preference. You can use Section 3 if you need more space					

Second Preference School				School Code No.	Office Use
If your child has any older brothers or sisters attending this school, please give their name(s) and date(s) of birth here	Name		Name		
	DoB		DoB		
Reasons for your preference. You can use Section 3 if you need more space					

Third Preference School				School Code No.	Office Use
If your child has any older brothers or sisters attending this school, please give their name(s) and date(s) of birth here	Name		Name		
	DoB		DoB		
Reasons for your preference. You can use Section 3 if you need more space					

Child's Name	
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### SECTION 3: Extra Information

Does your child have a Statement of Special Educational Need or an Education, Health & Care Plan ?	YES/NO	If so, which Authority maintains this Statement/Plan?	
Is your child 'looked after' or previously 'looked after' by a Local Authority?	YES/NO	If so, please give the name of your child's social worker and the Authority	
Does your child have a disability as defined in the Equality Act (2010)?	YES/NO	Please give the nature of your child's disability	
Are you moving as a new posting as Service or Crown Servant personnel?	YES/NO	If so, please give date of your move	
You can use this space to give further reasons for any of the preferences you have listed in Section 2. These can include philosophical reasons, reasons relating to your religion or that of your child, or reasons which you think are relevant to one or more of the published admissions rules for the school			

### SECTION 4: Additional information for Own Admission Authority schools

My child is of the following faith/denomination		
My child has been baptised	On (date)	
	At (location)	

Some schools will want to see proof that your child has been baptised. You should provide a copy of your child's baptismal certificate. If you attach it to this form, Oxfordshire County Council will forward it to all relevant schools on your behalf. Tick the box if you have attached a baptismal certificate. ☐

Some schools have a supplementary form which you should also fill in and provide to the school concerned to complete your application. If you attach it to this form, Oxfordshire County Council will send it to the school on your behalf. Tick the box if you have attached a supplementary form. ☐

### SECTION 5: Your details

Name(s) of parents / carers living at home address in Section 1	Mr/Mrs/Miss/Ms/Other		
Relationship to child			
Email address			
Home telephone number		Alternative telephone number (e.g. mobile)	

### SECTION 6: Declaration

*Please note that, if you deliberately give false information, we may withdraw your child's offer of a school place*

I have read and understand the 'How to fill in..' notes. All the information I have given on this form is correct to the best of my knowledge. I understand that I am giving my consent that Oxfordshire County Council can process the information in this form for educational purposes and can share it with other agencies and admissions authorities for educational purposes. I understand that Oxfordshire County Council will keep this information securely. ☐

Signature		Date	
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# HOW TO FILL IN THE COMMON APPLICATION FORM

These explanatory notes are provided to help you complete the form correctly.

If you live in England but not within Oxfordshire you must complete an application (online or on paper) via your “home local authority”. If you do not know which local authority is your “home authority” you can find out at the DirectGov website:

[local.direct.gov.uk/LDGRedirect/Start.do?mode=1](http://local.direct.gov.uk/LDGRedirect/Start.do?mode=1)

## Section 1: Child’s Details

### Legal Surname

The surname on your child’s **birth certificate, adoption certificate or change of name deed poll**.

### First Name, Middle Names, Male or Female

Your child’s first name, middle name(s), if applicable, and M(ale) or F(emale)

### If your child is known by a different surname, please state it here

If your child uses a different surname to the legal surname on a day-to-day basis then you can enter that in this box.

### Date of Birth

Enter the day of the month, the month and the year in number format.

### Address

It is important that your address and postcode are correct because, for many Oxfordshire schools, the location of an address and the distance from that address to the school are important in determining whether a place can be offered.

The address on the application **should be the child’s address at the time of application**. This is the address at which the child spends the majority of term-time school nights (Sunday night to Thursday night).

The “**time of application**” is the **entire time period from the point when applications can be made in September 2016 until National Offer Day on 1 March 2017**.

Sometimes an application is made based on an address at the time the application is written and the address then changes after the application has been submitted. It is important to tell the Local Authority about changes of address so that places can be offered fairly and so notification can be sent by post to the correct home address.

If the application address is found to have subsequently changed after the application was submitted and this information could have been provided when the application was first made or before places were offered, the Local Authority will consider the application to have been made on the basis of a fraudulent or intentionally misleading address. This will normally result in the offer of a school place being withdrawn (see Fraudulent Applications).

If an application is made on the basis of a new address or intention to move to an area, information about the new address must be provided in order for it to be taken into account.

#### Changes of Address

Changes of address which occur after **31 October 2016** can be taken into account if proof of this change is provided no later than **16 November 2016**.

To confirm the new address we need one of the following:

- a solicitor's letter advising contracts have been exchanged (**if the property is being purchased**); or
- a copy of a tenancy agreement (if the property is to be rented) **but if this tenancy agreement comes to an end before September 2017 we may not accept the address for admissions purposes**; or
- a copy of the Council Tax Bill **showing the same name(s) on the school place application (CAF)**; or
- **a letter from a new employer** (e.g. University college) where accommodation is being provided by them and is tied to the new post/job giving details of this new address; or
- **new Quarter information** if this is an accompanied military posting; or
- **an Assignment Order** if this is an accompanied military posting but details of the new quarter have not yet been given to the family. In this case the base address will be used for admissions purposes.

**Please note that a parent may also be asked to provide proof of address from correspondence they have received from HM Revenue & Customs, Child Benefit Division or Tax Credits Division.**

**Any correspondence from HM Revenue & Customs, Child Benefit Division or Tax Credits Division must pre-date the application made by the parent.**

It is essential that you notify the Admissions Team of any change to your address which occurs before places are offered on 1 March 2017.

#### Multiple Addresses

Where children spend time with parents at more than one address then the address given on the form should be the one that they live at (i.e. sleep at) for the majority of term-time school nights (Sunday night to Thursday night).

If children spend time equally at different addresses then the address used for admissions purposes will be the one registered for child benefit. We will request proof of the registered address, which must pre-date the application.

#### Applications based on a Fraudulent Address

If a place has been obtained on the basis of a fraudulent or intentionally misleading application (for example, a false claim to residence in a designated/ catchment area) and this results in the denial of a place to a child with a higher priority for that place, the admission authority for the school may

withdraw the offer of that place. This follows the guidance in paragraphs 2.12 and 2.13 of the School Admissions Code 2014 published by the Department for Education:

[2.12] An admission authority **must not** withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority **must** give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application **must** be considered afresh, and a right of appeal offered if an offer is refused.

[2.13] A school **must not** withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school **must** be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.

The School Admissions Code 2014 can be found

at: [www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2)

### Current school

Tell us your child's current school.

## **Section 2: Your preferences**

In this section, you can list up to three schools that you would like your child to attend.

The schools listed need to be state schools located in England (they do not have to be within Oxfordshire). Do not list independent schools on this form.

If you list a state school outside Oxfordshire then details of your application will be sent to the local authority coordinating admissions for that school. This will be done by secure electronic transfer after the closing date.

### First Preference

You should enter the name of the school that you most want your child to attend.

### School Code Number

This is a 4-digit number for the school. It is also known as the DfE Number. These are usually published by the local authority for the school. If you do not know the code number, leave it blank. You can tell us the postcode of the school instead if it is a school outside Oxfordshire. This will help us identify the school you want.

**Do not list the same school more than once.** If a school is listed more than once it counts simply as one application and does not increase the chance of obtaining a place at that school.

If your child has an older brother or sister who will, in September 2017, still be attending one of the schools you have listed, please give the details of their name(s) and date(s) of birth in the space provided. A brother or sister is defined as a brother, sister, half-brother, half-sister, step-brother, step-sister, adopted brother or adopted sister living at the **same address** as the child whose details are shown in Section 1.

You also have a small space to summarise the reasons for your preference. If you need more space please use the larger space provided in Section 3.

## Page 2

In the space above Section 3, please enter your child's first name and surname. This will enable us to keep track of your form if it is on two sheets of paper.

### **Section 3: Extra Information**

#### Does your child have a Statement of Special Educational Need or an Education, Health & Care Plan?

A very small number of children in Oxfordshire have a Statement of Special Educational Need or an Education, Health & Care Plan. This is a special document written by the local authority. If you do not know if your child has a Statement of Special Educational Need or an Education, Health & Care Plan, you should leave this question blank.

#### Is your child 'looked after' or previously 'looked after' by a Local Authority?

A 'looked after child' is a child who is:

- (a) in the care of a local authority; or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school (see the definition in Section 22(1) of the Children Act 1989).

The School Admissions Code 2012 introduced a requirement for all admission authorities to broaden the existing priority for 'looked after children' or children in care (defined in section 22 of the Children Act 1989) to also include 'previously looked after' children. Children who were 'previously looked after' were defined for admissions purposes as those who immediately after being in care became subject to an adoption, residence, or special guardianship order.

A revised School Admissions Code came into force on 19 December 2014 and this states that previously looked children include those who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and not simply those children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). In addition residence orders have now been replaced by child arrangements orders. Those who previously received a residence order are now deemed to have a child arrangement order.

If applying on behalf of a "previously looked after" child the parent will need to provide the following evidence:

- an adoption order under section 46 of the Adoption and Children Act 2002; or
- an adoption order under the Adoption Act 1976; or
- a child arrangements order; or
- a residence order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989; or
- a special guardianship order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989.

It is important that the evidence is provided since without it there is no basis for considering a child as being “Previously Looked After”. Therefore, failure to provide the necessary evidence could have a significant impact on whether a place is offered at the school listed as the first preference.

Please tell us the name of the Social Worker and/or the local authority that looks after your child or was previously involved in looking after your child. **If you are the foster-parent of the child in Section 1 you must tell us the name of the child’s Social Worker.** It would be helpful if the Social Worker were to write a letter to say that he/she supports the application you are making, and the letter can be attached to this CAF.

Does your child have a disability as defined in the Equality Act (2010)?

The Act is available online at: [www.legislation.gov.uk/ukpga/2010/15/contents](http://www.legislation.gov.uk/ukpga/2010/15/contents)

If you believe that your child has a disability as defined in this Act then you should answer ‘yes’ to this question and give details of the disability in the space provided. You can also use the extra space available at the bottom of Section 3 if you need to tell us more about your child’s disability. This information will only affect your child’s priority for a school place if your child’s disability affects your child’s mobility or access to school and you are applying for a school that gives a degree of priority to children who fall within this category.

Are you moving as a new posting as Service or Crown Servant Personnel?

When families of service personnel with a confirmed posting to Oxfordshire, or crown servants returning from overseas to live in Oxfordshire, do not have a relevant address in the area, Admission Authorities will accept an official letter that declares a relocation date and a Unit postal address or quartering area address as proof of residence. If your child falls within this category please answer ‘yes’ to this question and provide proof of the posting at the earliest opportunity, preferably at the time the application is submitted.

You can use the space in the last box in this section to tell us anything else you think we should know to support your application, or because there is not enough space in one of the other boxes on the form. Any information you bring to our attention will be noted. If it is relevant to a preference you have made for a school where the Governors decide to whom places are to be offered (see information in Section 4 below), we will forward this information to that school. Information is relevant if it affects any of the admissions criteria under which your child could be considered for a place. Please look at the admissions rules for the schools you list on this form if you need to know how applications will be considered and how places will be offered.

## **Section 4: Additional Information for Own Admission Authority Schools**

An ‘Own Admission Authority’ (OAA) school is one in which an Academy Company, Academy Trust or the school’s Governors or a group appointed by one of these will decide to whom places should be offered. An admissions decision is never made by one person alone. Community and Voluntary Controlled schools are not OAA schools. All other state funded schools are OAA schools. Therefore church (Voluntary Aided) schools (for example Catholic schools and a small number of Church of England schools), Free Schools, Trust schools, Foundation schools, Studio schools, Academies and City Academies are all OAA schools. You only need to complete this section if you have listed one or more of these schools as a preference in Section 2.

The Governors of OAA schools may find the information in this section useful in deciding to whom places should be offered at their school. The admissions rules for all OAA schools are shown online: [www.oxfordshire.gov.uk/schoolslist](http://www.oxfordshire.gov.uk/schoolslist)

There is a space for you to write your child's faith or denomination and when and where he/she was baptised (if applicable). Information about your or your child's religious affiliation is defined by the Data Protection Act 1998 as "sensitive personal data". You must give explicit consent for Oxfordshire County Council to collect this information and process it for the purposes of an application for a school place. See notes on Section 6 (below) for further information about the Data Protection Act 1998 and the collection of personal data and sensitive personal data.

Some schools require proof that your child has been baptised. If you are sending a baptismal certificate with this CAF then please read the text in this section and tick the box. If you are sending an original baptismal certificate and want it back, you must tell us this. **If you attach a certificate and do not tell us that you want it back we will not return it.**

Some OAA schools have a supplementary form. If applying for a school that has such a form you are advised (but not required) to complete and return it. **However, if you complete and return a supplementary form but do not complete and return a CAF (or apply online) your application will not be valid.** If you complete a CAF (or apply online) but do not complete a supplementary form your application will be valid but it may affect how your child's preference for the school is considered. If you are not sure if you need to fill in a supplementary form then you should contact the school concerned. **If you attach a supplementary form to the CAF, please read the text carefully and tick the box.**

## Section 5: Your details

Please complete this section with the details of **all** of the parent(s)/carer(s) living at the address shown in Section 1 who have parental responsibility for the child named in Section 1.

### Definition of a parent

Section 576 of the Education Act 1996 defines a 'parent' as:

- all natural parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for a child or young person;
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parents can acquire parental responsibility through:

- being granted a residence order;
- being appointed a guardian;



- being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare);
- adopting a child (in the case of step-parents) in agreement with the child's mother (and other parent if that person also has parental responsibility for the child) or as the result of a court order.

Where a child's parents are not married to each other, the child's father can gain parental responsibility by:

- registering the child's birth jointly with the mother;
- through a 'parental responsibility agreement' between him and the child's mother;
- as the result of a court order.

In addition, a local authority can acquire parental responsibility if it is named in the care order for a child.

If you tell us the name(s) of more than one adult with parental responsibility living at the address in Section 1, we will choose one of those adults to enter onto our computer system. We will usually choose the person listed as mother of the child whose details are in Section 1. This is the person to whom the offer letter will be addressed. The letter will not be addressed to more than one person.

## **Section 6: Declaration**

Please read the Terms & Conditions carefully, tick the box, then sign and date the form.

By ticking the box and signing the form you have given your explicit consent to Oxfordshire County Council to collect personal data and sensitive personal data on you and your child for the processing of your application for a school place. You have also given your explicit consent to Oxfordshire County Council to disclose your personal data and your sensitive personal data to other agencies and admissions authorities (third parties) for the purposes of processing your application for a school place. The information you tell us on this form will never be shared with an individual or agency that is not entitled to see or know the information.

By ticking the box and signing the form, you have also confirmed that the information you have provided is accurate to the best of your knowledge. Oxfordshire County Council will store your personal data and sensitive personal data securely.

The above is in accordance with schedules 2 and 3 of the Data Protection Act 1998.

A full copy of the Data Protection Act 1998 can be found at:

[www.legislation.gov.uk/ukpga/1998/29/contents](http://www.legislation.gov.uk/ukpga/1998/29/contents)

## **What to do next**

You must return the completed form to the address below **by 5pm on 31 October 2016.**

School Organisation & Planning (Admissions)  
Children, Education & Families Directorate  
Oxfordshire County Council  
County Hall  
New Road  
Oxford  
OX1 1ND

The **deadline for receipt** of the CAF is: **31 October 2016.**

**It is very important that your form is received by this date, otherwise it will be considered as a late application.**