

# COMMON APPLICATION FORM (SECONDARY)

Admission to Secondary School to start Year 7 in September 2013

Please read the ['How to' notes](#) carefully before completing this form.

Please complete in CAPITAL LETTERS

If your child attends an Oxfordshire primary or junior school, please return this form via the school office at that school.

Otherwise please post to:

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

Office Use Only	
Date Received	
EMS <input type="checkbox"/>	

Closing date for Form

## 31 OCTOBER 2012

### 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					

### 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?	YES/NO	If so, which Authority maintains this Statement?	
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 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: Church (voluntary aided) schools [optional]

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 (CAF)

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 (on line 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

The ‘*Legal Surname*’ is the one on your child’s **birth certificate, adoption certificate or change of name deed poll**. If your child uses a different surname on a day-to-day basis then you can enter that in the box marked ‘*If your child is known by a different surname, please state here*’.

Fill in your child’s first name, middle names (if any), gender and date of birth.

### 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 CAF should be the child’s address at the time of application.** Changes of address which occur after 31 October 2012 but before 23 November 2012 can be taken into account if proof of this change is provided (see below). To confirm your 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)**. If this tenancy agreement comes to an end before September 2013 we may not accept the address for admissions purposes; or
- **A copy of your Council Tax Bill** showing the same name(s) as in Section 5 of the CAF.

**We may also ask for proof from HM Revenue & Customs, Child Benefit Division or Tax Credits Division.** Such correspondence must pre-date the application you have made.

It is essential that you notify the Admissions Team of any change to your address which occurs before places are offered on 1 March 2013. 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 this should be declared in writing and signed by all parties with parental responsibility. We may ask

for proof of the living arrangements (i.e. a court decision) and we may ask for confirmation of an address you have given.

**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 stronger claim, the admission authority for the school may withdraw the offer of the place.** This follows the guidance in paragraphs 2.12 and 2.13 of the School Admissions Code (February 2012) published by the Department for Education:

[2.12] An admission authority **must not** withdraw an offer of a place unless it has been offered in error, parents has not responded within a reasonable amount 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 had 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 2012 can be found at: [www.education.gov.uk/](http://www.education.gov.uk/)

### Checking Process

**Each year two secondary schools will be selected at random and, prior to places being offered on 1 March, all applicants who have requested a place at either school as their first preference will be required to provide proof of address.**

### Current school

Please fill in your child's current school.

Then move on to Section 2 – Your preferences

## **Section 2: Your preferences**

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

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.

You should enter the name of the school that you most want your child to attend as your **First Preference**. Please **enter the school's code number** (if you know it) or **the school's postcode** (if you do not know the school's code number). **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 2013, 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.

When you have completed Section 2 please turn over and complete page 2 of the form.

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

In the space above this section 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.

Firstly answer the four questions in this section:

*Does your child have a Statement of Special Educational Need?*

A very small number of children in Oxfordshire have a Statement of Special Educational Need. This is a special document written by the local authority detailing the difficulties that a child has in learning at school, and the measures which the school will take to help them. If you do not know if your child has a Statement of Special Educational Need, you should leave this question blank.

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

Some children are cared for by a Local Authority, and a Social Worker will act as parent for the child. If your child is 'looked after' please answer 'yes' to this question and tell us the name of your child's Social Worker and/or the local authority that looks 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 they support the application you are making, and the letter can be attached to this CAF.

The term "**previously looked after**" refers to children who have been looked after in the past but who are no longer looked after but have been adopted or who are now subject to a residence order or special guardianship order. **If your child falls within this group you need to answer "yes" to this question and provide evidence of the adoption, residence order or special guardianship order.**

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

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.

Other information

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: Specific information for OAA schools [optional]**

An OAA school ("Own Admissions Authority") is one in which the school's Governors, or a sub-group of the Governors or a group appointed by the Governors 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 on the Oxfordshire public website, on each school's website and in the "Moving On" booklet. The admissions rules for schools in Oxfordshire's can be found at: [www.oxfordshire.gov.uk/admissions](http://www.oxfordshire.gov.uk/admissions)

There is a space for you to write your child's faith or denomination and when and where they were 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. 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**

If your child attends an Oxfordshire primary or junior school, YOU ARE ADVISED to return the completed form to the school office at that school. The latest date by when the form must be received in the school office is **before the office closes on 31 October 2012**. Your child's current school will forward the form on to us. We strongly advise you to request a receipt from the school office, so that you have proof of the date when your form was received.

If your child attends a school outside Oxfordshire or an independent school please return the form to:

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

Please enclose a stamped, self-addressed envelope or postcard if you require proof of receipt.

The **deadline for receipt** of the CAF (Secondary) is: **31 October 2012**.

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