

# Application for secondary transfer

## September 2011

Parents of children who live in Devon LA area who are to transfer to secondary school in September 2011, should complete this form, even if one or more of their preferences is for a school outside of Devon. If you complete this form you should return it no later than 31 October 2010 either to the **School Admissions Team, 1 Capital Court, Sowton, Exeter EX2 7FW** or, if your child attends a primary or junior school in Devon, to the primary school.

You can express a preference for up to three schools in Section C of this form, and you can tell us about any reasons for your preferences. If one of your preferences is for a **Voluntary Aided, Foundation, Academy or Trust School**, you should look at the schools information in the Next Step booklet as these schools may invite you to complete an additional form called a Supplementary Information Form.

### Section A - Details about your child

Forename(s)	Surname/Family Name
<b>Home Address</b> <small>This must be the address where your child is normally resident. If you expect to move from this address before your child starts school, you must let us know as this may affect your application. Verification of address may be necessary.</small>	
Postcode	
Date of Birth	Gender (M/F)
School currently attended	
Is your child in the care of a local authority? (sometimes referred to as 'being looked after')	Yes / No
If Yes, which Local Authority?	
Does your child have a Statement of Special Educational Need?	Yes / No

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## Section B - Details about you

Forename(s)	Surname/Family Name
Home Address (if different from your child's)	Postcode
	Telephone (Day)
	Telephone (Evening)
	Telephone (Mobile)
Your relationship to your child	
Do you have parental responsibility for your child?	Yes/No
<p>I/we confirm that the details provided are accurate. (You are advised to read the warnings in the Next Step Booklet about withdrawal of a school place. Only one signature is required.)</p> <p><b>I/we confirm I/we understand that transport to a preferred school which is neither the designated nor the nearest school may be my/our responsibility.</b></p>	
Applicant's signature	Mr/Mrs/Ms/Miss/Dr
Name (Block Capitals)	
Date	
Applicant's signature	Mr/Mrs/Ms/Miss/Dr
Name (Block Capitals)	
Date	

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## Section C - Your preferred schools

### 1) First preference school (the school where you would most like a place)

Name of school

Reasons for your preference (including any exceptional social or medical reasons why you wish your child to attend this school)

Does your child have a brother or sister who will be attending this school at the time of admission? (If yes please complete section below)

Yes/No

#### Details of brothers or sisters who will be attending this school in September 2011

Name of Child

Date of Birth

Year Group

Will he/she be attending the school's sixth form?

Yes/No/Don't know

### 2) Second preference school

Name of school

Reasons for your preference (including any exceptional social or medical reasons why you wish your child to attend this school)

Does your child have a brother or sister who will be attending this school at the time of admission? (If yes please complete section below)

Yes/No

#### Details of brothers or sisters who will be attending this school in September 2011

Name of Child

Date of Birth

Year Group

Will he/she be attending the school's sixth form?

Yes/No/Don't know

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## Section C - Your preferred school

### 3) Third preference school

Name of school

Reasons for your preference (including any exceptional social or medical reasons why you wish your child to attend this school)

Does your child have a brother or sister who will be attending this school at the time of admission? (If yes please complete section below)

Yes/No

#### Details of brothers or sisters who will be attending this school in September 2011

Name of Child

Date of Birth

Year Group

Will he/she be attending the school's sixth form?

Yes/No/Don't know

**Please return this form to the School Admissions Team or the primary school if it is within Devon by 31 October 2010.**

Additional space to tell us about exceptional social or medical reasons why you wish your child to attend a particular school.

## Data Protection

The Information collected on this form will be processed and stored electronically by Devon County Council in compliance with the UK Data Protection Act. The Data may be shared with other areas of the County Council, but only for administrative or other service provision purposes and Government Departments where there is a Legal requirement to do so. In accordance with the School Admissions Code of Practice, should the information given be found to be

fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection please see: [http://www.devon.gov.uk/data\\_protection](http://www.devon.gov.uk/data_protection) or contact the Corporate Information Governance Team on 01392 384682. By signing and returning this form you acknowledge that you have read, understand and agree to this data processing.