Late Primary Application Form

Please complete this application form if:

- your child lives in Peterborough City (if you are unsure if your address falls within the area covered by Peterborough City, please contact the Admissions Team to confirm prior to submitting this form)

and:

- is due to start Reception in September 2019, or
- are applying for Year 3 at a junior school for September 2019 and
- you have not already completed an online application.

Why not apply online for your child’s school place?

You can make your application online at www.peterborough.gov.uk/admissions

The benefits of applying online are:

- it is quick and easy to do;
- the system is secure;
- there is no risk that your application will get lost in the post;
- you will get an e-mail confirmation that your application has been received;
- you can change the details on your application up until the closing date;
- available 24 hours a day, 7 days a week up until the closing date of 15 January 2019.
- Support will be available from the Admissions Team during office hours either by emailing admissions@peterborough.gov.uk or telephoning 01733 864007:

All applications are considered equally, whether online or on paper. Therefore you should not apply twice.

Please note that applications received between 16 January 2019 and 30 April 2019 will be sent an offer letter on 13 May 2019 by post only.
1. Your child:
First name(s) (in full): .................................................................
Family name: ..............................................................................
Date of Birth: Day ☐ ☐  Month ☐ ☐  Year ☐ ☐ ☐ ☐  Boy: ☐  Girl: ☐
Nationality: ..............................................................................
Present School: .........................................................................
Address where child usually lives ..............................................
........................................................................................................ Postcode ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

If your child lives part time at another address, please provide details here:
Address: .................................................................................... Postcode ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How is your child’s time divided between the two addresses?..........

2. Older siblings
If your child has any older siblings who will be attending primary schools in September 2019 please complete this section. If you are applying for infant or junior schools, please include children at that partner infant/junior school.

<table>
<thead>
<tr>
<th>Full name of sibling</th>
<th>Gender</th>
<th>Date of birth</th>
<th>Current School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Boy/Girl</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Boy/Girl</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Boy/Girl</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Address (if different to applicant child) ..........................................................

3. Looked after children
Please tick this box if the child is Looked After, i.e. is in Public Care/fostered by you

- the child is Looked After, i.e. is in Public Care/ fostered by you; or
- has previously been Looked After and is now adopted or subject to a resident or special guardianship order. **Please provide a copy of the relevant documentation evidencing this.**

By which Local Authority is the child Looked After? .............................................

4. Statement of Special Education Need/ Education Health & Care Plan
Please tick this box if your child has a draft Statement of Special Educational Needs or Education Health and Care Plan issued by a Local Authority. If you are unsure, please ask your child’s teacher.
5. Admission applications from outside the UK
Please tick this box if you are applying from outside the UK.
Please confirm your anticipated date of arrival in the UK: ..............................................................

6. Your preferences for primary/junior schools

- Please name your three preferred schools and provide your reasons for each preference by ticking the relevant boxes below.
- You can apply for a place at any school. You do not have to apply to your catchment area school, but if you do not, you may find you are allocated a place at a school that is further away. If this happens, you will be responsible for transporting your child to and from that school.
- Naming the same school more than once will not increase your chance of gaining a place at that school. Likewise, naming more than one school will not weaken your chance of gaining a place at your first preference school.
- Please note that school places are allocated according to the oversubscription criteria for each school. Therefore, not all the reasons listed below will necessarily be taken into consideration when your application is processed.

<table>
<thead>
<tr>
<th>School Name</th>
<th>1st Preference</th>
<th>2nd Preference</th>
<th>3rd Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sibling at the school</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child attends feeder school</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distance from home</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Religion or ‘faith’</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catchment area school</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you wish to provide any further information please do so below
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7. Your details (as adult with parental responsibility for the child)
Title: Mr/Mrs/Ms/Miss/Dr  Forename: ..................  Family Name:.................................
Relationship to child: ..........................................................................................................................
Your Address (if different from above): ..................................................................................................
..............................................................................................................................................................  Postcode:
Home telephone number: ......................... Work / Mobile: .................................................

8. Other adult (with parental responsibility - optional)
Title: Mr/Mrs/Ms/Miss/Dr  Forename: ..................  Family Name:.................................
Relationship to child: ..........................................................................................................................
Address (if different from above): ..........................................................................................................
..............................................................................................................................................................  Postcode:
Home telephone number: ......................... Work / Mobile: .................................................
9. Declaration

Data Protection: We collect your details to process your application for School Admissions and may contact you about related school admission and transport issues. In addition we can be required to share information with our partners, for example health organisations, to improve the wellbeing of children in Peterborough City area as required by the Children Act 2004. Information shared between partner organisations is proportionate and only given when it is necessary to help those partner organisation services with their legal obligations.

We are required to provide statistical data to the Department for Education. We also use statistical data for our own internal research, statistical analysis or statistical surveys to help manage our service provision, and also share data with academic institutions or independent researchers with a legitimate need for information for their research.

All School Admission data is stored securely and maintained in accordance with the Data Protection Act. Peterborough online systems that are publicly available for entry of personal application data are regularly independently tested to assess risk of penetration and to guard against unauthorised entry for access to personal or any other data. This includes ensuring that the username and password access meets industry standards.

Further information about how we collect and use data, and your rights around this, can be found on our Privacy page on our website: www.peterborough.gov.uk/council/council-data/corporate-privacy-notice/. Our Information Governance Team can be contacted by telephone on 01733 452533 or email foi@peterborough.gov.uk.

By signing this form you are confirming that:
• you have read the 2019-20 edition of admissions guide;
• the information contained in this form is both accurate and up-to-date;
• all adults with parental responsibility for your child are in agreement with this application, and understand that if a dispute is later raised, this application may be cancelled;
• you understand that if you have obtained a school place for your child by knowingly providing false information the place will be withdrawn;
• you have confirmed that your address is in the area covered by Peterborough, and understand that applying to the wrong Local Authority may cause significant delays in processing your application.

• you understand that should your child be allocated a place at your preferred school and this school is not your catchment or nearest school, you will be responsible for home to school transport;

• you understand that any new application received will replace an existing application and cancel any previous offer and that by signing this declaration, you agree to these terms and conditions for any subsequent primary transfer applications you submit up to 31 August 2019.

Name: ……………………………        Name: ………………………………………...
Signature: ………………..………       Signature: ……………………………………
Date:      ………………………………

If you are applying between 16 January 2019 and 8 February 2019 due to a change of circumstances, please indicate the reason and provide proof of your new / recent address (see “Admission Guide to Primary School” for valid types of proof).

Proof of your address is required. We cannot process your new form without this:

☐ Recently moved into the county
☐ Recently moved home within in Peterborough
☐ Other (please give further details) ………………………………………………………………

If you are applying between 16 January 2019 and 8 February 2019 due to a change of circumstances, please indicate the reason and provide proof of your new / recent address (see “Admission Guide to Primary School” for valid types of proof).