

**September 2025 Transfer to Secondary School – LATE Common Application Form**

**This form must be returned by 10 March 2024**

Please email a scanned/photographed copy to[school.admissions@gloucestershire.gov.uk](mailto:school.admissions@gloucestershire.gov.uk). Alternatively, you can post it to Co-ordinated Admissions, Education Planning & Infrastructure, Shire Hall, Westgate Street, Gloucester, GL1 2TP

Proof of postage cannot be accepted as proof of delivery. It is the responsibility of the parent to ensure we receive this application form.

|  |  |  |  |
| --- | --- | --- | --- |
| CHILD’S DETAILS | | | PERMANENT HOME ADDRESS |
| SURNAME |  | | If you have **recently moved** please attach proof of your new address |
| FIRST NAMES |  | |
| MALE/FEMALE |  | |
| If you are **moving house**, please also give your **new address** and your moving date. You will also need to provide proof of this new address. |
| **DATE OF BIRTH** |  | |
| **CURRENT SCHOOL** |  | |
| **DATE OF MOVE:** |
| **Is the child in care of a local authority or fostered under an arrangement made by a local authority? Or if they became subject to an adoption, residency order or special guardianship order, were they in local authority care immediately prior to this? If so, please evidence this.** | | **Yes/No** | **If ‘Yes’, please give the name of the local authority and the name and phone number of the social worker below:**  **…………………………………………………………**  **And where necessary, provide relevant proof.** |

Please ensure these details are correct and you are using your child’s current, permanent home address. If you are moving house and your child’s permanent home address changes, you must contact us at the time of your move and be able to provide proof of this new address in the form of the completion letter or long-term tenancy agreement.

**Preferred Secondary School**

Please list up to five schools below in preference order for your child. You must name all of your school preferences on this form even if you are requesting a school in another Local Authority.

**If you live outside Gloucestershire and wish to apply for a place in this county, please apply through your local authority.**

|  |  |  |
| --- | --- | --- |
| Name of school | | **Reason for preference** |
| 1st preference |  |  |
| 2nd preference |  |  |
| 3rd preference |  |  |
| 4th preference |  |  |
| 5th preference |  |  |

**Additional Information**

If your child has a **sibling** (a child’s brother or sister, please see booklet for full definition) who will be attending one of your preferred schools in September, please give details below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of school** | **Sibling name** | **Sibling date of birth** | **Current year group** |
|  |  |  |  |
| **Sibling address** | | | |
|  | | | |

Does your child have an **Education, Health and Care Plan**?

Does your child have a **medical, physical or psychological** reason or any other specific need that can only be catered for by your preferred school? If so, please send supporting evidence directly to the school.

Have you selected any of these schools on the basis of your **faith?** If so, please contact the school to ensure they have the information required.

Please also state which faith…………………………………………

Is your child a member of a **Service or Crown Servant family**, who are returning/moving to a Gloucestershire address to take up duties? If so, please provide proof of posting.

Do you wish for an email confirming that we have received your form?

Yes No

Yes No

Yes No

Yes No

Yes No

**Notes:**

You should read the Secondary School Information and Guidance Booklets before submitting your form. They are available at: [www.gloucestershire.gov.uk/education-and-learning/school-admissions/](http://www.gloucestershire.gov.uk/education-and-learning/school-admissions/)

**Late applications will not be considered until after allocation day, 03 March 2025.**

Please ensure the details are correct and it is your child’s **permanent** home address; **NOT** the address of a business, a relative, a friend, a child-minder, a temporary address or an address to which you hope to move to.

The majority of children are not eligible for free transport assistance. If not, transport will need to be organised and paid for by parents/carers. Details of the transport assistance policy is available on the following webpage: [www.gloucestershire.gov.uk/transport/school-transport/](http://www.gloucestershire.gov.uk/transport/school-transport/)

Details of school open days/evenings can be found on each school’s website.

If you have any questions, please contact Co-ordinated Admissions on [school.admissions@gloucestershire.gov.uk](mailto:school.admissions@gloucestershire.gov.uk) or 01452 425407.

**I confirm that I have parental responsibility for the child I am applying for. I have read, and understand, the information contained in the Secondary School and Academy Guidance booklet.**

**I declare that the information contained in this application is true and I am aware that failure to provide accurate information may result in the child’s offer or placement being withdrawn in accordance with paragraphs 2.12 and 2.13 of the Schools Admissions Code and also s84 of the School Standards & Frameworks Act 1998.**

Parent/Carer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mr/Mrs/Miss/Ms

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

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_\_

Home telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Protection Act.** Any personal information you give us is held securely and will be used only for the purposes outlined in the privacy notice. In accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 we must inform you of how we use this information for the purposes of School Admissions, in line with our responsibilities. For further information on how we use this information please view our Privacy Notice which can be found online at www.gloucestershire.gov.uk/council-and-democracy/data-protection/service-specific-privacy-notices/