

**STARTING SCHOOL FOR THE FIRST TIME
IN A RECEPTION CLASS - SEPTEMBER 2019**

COMMON APPLICATION FORM (CAF)



Only residents of Hull City Council should use this form. It is essential that you complete a CAF for any school (other than fee paying schools) you are applying for.

Note: Applications received after the **15 January 2019** will be accepted but **not** considered until after applications received before the deadline date. The only exception to this will be as quoted in the Parent's Booklet 'A Guide to Primary School Admissions in Hull 2019/20' which is available on the council website.

SECTION A - YOUR CHILD

Name of Child _____

Date of Birth _____ **Gender** Male*/Female* (*delete as appropriate)

Child's Address _____

_____ **Post Code** _____

How long have you lived at this address? _____ **Council tax reference** _____

If you are due to move house please give new address and moving date _____

NOTE: You may be asked by the Local Authority to provide evidence that this is your child's normal family residence. You **MUST** provide evidence of your child's new home address to the admissions team as soon as possible. If evidence is not provided before places are allocated your original address will be used for allocation purposes.

Current/Last Nursery attended _____

Parent/Carer contact details: Email _____

Home Phone No. _____ **Work Phone No.** _____ **Mobile No.** _____

SECTION B – PARTICULAR CIRCUMSTANCES OF YOUR CHILD

Please tick this box only if your child is looked after by the Local Authority
A looked after child is a person under the age of 18 who is provided with accommodation by the local authority acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with Section 22 of the Children's Act 1989.

Please tick this box if your child has been previously looked after by the Local Authority.
A Previously Looked After Child refers to children who immediately after being looked after became subject to an adoption order, a residence order/child arrangement order (under section 8 of the Children Act 1989), or a special guardianship order (under section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

Please tick this box only if your child has a statement of Special Educational Needs or EHCP

SECTION C PREFERENCES OF SCHOOL

We strongly advise that you give 3 preferences of school to maximise your chances of securing a place in a school you prefer.

Please note; although you are asked to give reasons for each preference of school, the Admission Authority can only consider these reasons if they relate to the admissions arrangements published by the school.

If your child currently attends a school nursery he/she will **not** automatically transfer to the reception class of the school. You must still make your application to the Hull City Council.

If you intend to make an application to defer your child's entry into school for a whole year as a summer born child, you **MUST** still complete your application for a school place for September 2019. You must then notify the admissions team that you intend to apply as a summer born applicant. If your request is successful the application for a place for September 2019 will be cancelled and you will need to apply again next year. The deadline for applications to defer entry for summer born pupils is 15 January 2019.

First Preference:

These reasons are part of criteria used for admission into the majority of schools' please tick those which you think are relevant:

Live in Catchment Brother/sister at the school Distance to home

Name of brother/sister _____ Date of Birth _____

Name of brother/sister _____ Date of Birth _____

The following reasons may also be used as criteria for admission into a school, please tick those which you think are relevant to the preference made:

Religion or faith. Please ensure that the necessary evidence required by the school is provided

Other Exceptional reasons (Please give details overleaf. You **MUST** provide supporting evidence from a supporting agency indicating how the circumstances relate to the school preference).

Medical factors that necessitate your choice of school (You **MUST** provide supporting evidence from the professional dealing with your case e.g. consultant, explaining how the medical condition or exceptional reasons relate to the school preference with this application.

Children of Staff Where a member of staff has been employed at the school/academy for two or more years at the time at which the application to the school/academy is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Second Preference:

These reasons are part of criteria used for admission into the majority of schools' please tick those which you think are relevant:

Live in Catchment Brother/sister at the school Distance to home

Name of brother/sister _____ Date of Birth _____

Name of brother/sister _____ Date of Birth _____

The following reasons may also be used as criteria for admission into a school, please tick those which you think are relevant to the preference made:

Religion or faith Please ensure that the necessary evidence required by the school is provided

Other Exceptional reasons (Please give details overleaf. You **MUST** provide supporting evidence from a supporting agency indicating how the circumstances relate to the school preference).

Medical factors that necessitate your choice of school you **MUST** provide supporting evidence from the professional dealing with your case e.g. consultant, explaining how the medical condition or exceptional reasons relate to the school preference with this application.

Children of Staff Where a member of staff has been employed at the school/academy for two or more years at the time at which the application to the school/academy is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Third Preference

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These reasons are part of criteria used for admission into the majority of schools' please tick those which you think are relevant:

Live in Catchment Brother/sister at the school Distance to home

Name of brother/sister _____ Date of Birth _____

Name of brother/sister _____ Date of Birth _____

The following reasons may also be used as criteria for admission into a school/academy, please tick those which you think are relevant to the preference made:

Religion or faith Please ensure that the necessary evidence required by the school is provided

Other Exceptional reasons (Please give details overleaf. You **MUST** provide supporting evidence from a supporting agency indicating how the circumstances relate to the school preference).

Medical factors that necessitate your choice of school You **MUST** provide supporting evidence from the professional dealing with your case e.g. consultant, explaining how the medical condition or exceptional reasons relate to the school preference with this application.

Children of Staff Where a member of staff has been employed at the school/academy for two or more years at the time at which the application to the school/academy is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

SECTION C – DECLARATION

Name of the parent/carer completing this form (Please complete and sign) *delete as applicable

Title Mr /Mrs /Ms /Miss* **Other – please specify** _____

First Name _____ **Surname** _____

Your relationship to the pupil Mother /Father /Carer * **Other – please specify** _____

Your address if different from child _____

- I declare that all information I have given is correct. I understand that false or fraudulent information may result in my child losing his/her school place.
- I have parental responsibility for the child and I confirm that all other persons with parental responsibility have agreed to the preferences of schools given. I confirm that to my knowledge, there are no applications before the County/Magistrates Courts by a parent or someone claiming to be a parent, disputing the child's residence or which school they should attend.
- I understand that the information provided on this form will be processed in accordance with the requirements of the General Data Protection Regulations 2018. I confirm that I have read the privacy notice overleaf.

Signature _____ **Date** _____

PLEASE RETURN THIS FORM TO YOUR CHILD'S NURSERY SCHOOL or PLEASE RETURN to School Admissions Team, 2nd floor The Guildhall, Alfred Gelder Street, HULL HU1 2AA
If you require any assistance completing this form please ring the Admissions Team on 300 300

Closing Date: 15 January 2019

If you have named a preferred school for other exceptional reasons please provide further details here. Evidence may be required.

PREFERRED SCHOOL

OTHER EXCEPTIONAL REASONS

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School Admissions Privacy Notice

This notice explains what personal information the council holds in relation to school admissions, how we collect it, how we use it and how we may share that information. We are required to give you this information under data protection law.

The School Admissions Team can be contact by;

Email; lsadmissions@hullcc.gov.uk

Telephone; 01482 300 300

Post: Room 128, 2nd Floor, Guildhall, Alfred Gelder Street, Hull, HU1 2AA

We collect information in order to allow us to meet our statutory obligations in relation to allocating and managing places in schools in the area.

During our work we may collect the following information;

- Basic information (such as Name, Address, DOB, Gender) about the pupil
- Information about the Special Educational Needs, including medical information of the pupil where this is appropriate
- Details about the religion of the pupil
- Information about the school life (such as attendance, exclusions) of the pupil
- Details of the parent/carer/family members of the pupil
- Details from other council departments e.g. fraud, council tax, social care.
- Any information from services that work or have worked with the pupil.

We will process this personal information in accordance with the following conditions in the GDPR:

- 6(1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject
- 1. School Admissions Code 2014
- 2. School Standards and Framework Act 1998
- 3. School Admissions Appeal Code 2012
- 9(2)(f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.

We will receive information relating to the child we are assessing and their family from, the family themselves, schools and other professional agencies involved with the family.

We may share your personal information with schools, health professionals, police, independent bodies who manage appeals, the council's SEN team, the team responsible for pupil place planning and fraud investigations.

In line with statutory obligations we keep information about admissions for seven years and information relating to appeals for 26 years.

More details about how Hull City Council uses personal information can be found on our website at <http://www.hull.gov.uk/help/oruvact-notice>

If you would like to enquire about how your personal information is processed by us or wish to complain please contact;

Hull City Council

Data Protection Officer

Room 11

Guildhall

Alfred Gelder Street

Hull

HU1 2AA

You also have the right to complain to the regulator –

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Online enquires – <https://ico.org.uk/global/contact-us/emmails/>