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# TRANSFER OF PUPILS TO SECONDARY EDUCATION - SEPTEMBER 2026



## **COMMON APPLICATION FORM (CAF)**

Only residents of Kingston upon Hull should complete this form. It is essential that you complete this form (CAF) in ink using block letters for any school (other than independent schools) you are applying for.

<u>Note:</u> Applications received after the **31 October 2025** will be accepted but <u>not</u> considered until after applications received before the deadline date. The only exception to this will be as quoted in 'A Guide to Secondary School Admissions in Hull 2026/2027' which is available on the council website.

	SECTION A - YOU	JR CHILD	
Name of Child			
Date of Birth		Gender	Male* / Female* *Delete as appropriate
Child's Address			
		Post Code	
How long has the child lived at this address?		Does the child live with you?	
If you are moving home please g	ive new address and moving	date	
Note: We may ask you to provide evidence the lf your home address changes you must notic before your new address can be used for the School Currently Attending / Last	fy the Admissions Team of your new ac allocation of a school place. If a place	dress as soon as possibles allocated using a fraudu	e. Evidence of a house move may be required plent address, this place can be withdrawn.
Parent/Carer Contact Details	E-mail		
Home Tel. No.	Work Tel. No.	Mobile No	-
	SECTION B - DEC	LARATION	
Name of the parent/carer comple	ting 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	d		
<ul> <li>his/her school place.</li> <li>I have parental responsibility f preferences of schools given. I parent or someone claiming to be I understand that the information</li> </ul>	or the child and I confirm that all confirm that to my knowledge, then be a parent disputing the child's res	other persons with page are no applications be desidence or which schools ses in accordance with	arental responsibility have agreed to the pefore the County/Magistrates Courts by a bill they should attend.  the requirements of the General Data
Signature		Date	

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### SECTION C - PREFERENCES OF SCHOOL

We strongly advise you state 3 preferences of school and include your catchment or nearest school.

If you name St. Mary's College as a preference, please complete the supplementary form available from the school or the Hull City Council website and return it together with your CAF and evidence of Baptism as requested.

If you are applying for St. Mary's College, Sirius Academy West or Liberty Academy under the aptitude criterion you must tick the aptitude box for that preference of school. Details about the test dates can be found on the school's websites or by contacting the school.

If you apply for a place at Hull Trinity House Academy you will be notified about the C.A.T. test by the school.

Please note: Although you are asked to give reasons for each preference, the Admissions Authority can only apply the reasons that are relevant to the published admissions criteria for the school.

Flort Desferons				
First Preference:  Please tick the reasons you think are relevant to your preference.	rence			
Live in Catchment Distance to home	Aptitude Sibling at the school			
Name of brother/sister	Date of Birth			
Name of brother/cister	Date of Rirth			
Religion or faith. Please ensure that the necessary evidence required by the school is provided				
Other exceptional reasons or medical factors (Give full details on following page) You must provide supporting evidence with this application from a supporting agency, or medical professional indicating how the circumstances relate to the school preference.)				
Children of Staff Parent is a member of staff that 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 is a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.				
Second Preference:  Please tick the reasons you think are relevant to your preference by the control of the con				
Name of brother/sister	Date of Birth			
Name of brother/sister	Date of Birth			
Religion or faith. Please ensure that the necessary evidence required by the school is provided				
Other exceptional reasons or medical factors supporting evidence with this application from a supporting circumstances relate to the school preference.)	(Give full details on following page) You must provide orting agency, or medical professional indicating how the			
Children of Staff Parent is a member of staff that 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 is a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.				

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Third Preference: Please tick the reasons you think are relevant to your pref	ference			
Live in Catchment Distance to home	Aptitude Sibling at the school			
Name of brother/sister	Date of Birth			
Name of brother/sister	Date of Birth			
Religion or faith. Please ensure that the necessa	ry evidence required by the school is provide			
Other exceptional reasons or medical factors supporting evidence with this application from a sup circumstances relate to the school preference.)	s (Give full details below) You must provided porting agency, or medical professional indicating how the			
Children of Staff Parent is a member of staff that 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 is a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage				
•	otional reasons or medical factors box for any preferred will be required. Please note that not all schools use cription criteria.			
EXCEPTIONAL/MEDICAL CIRCUMSTANCES				
PREFERRED SCHOOL THESE RELATE TO				
SECTION D - PARTICULAR	CIRCUMSTANCES OF YOUR CHILD			
Please tick this box only if your child is looked at A Looked After Child is a person under the age of 18 who acting in its social services capacity, for a continuous perior in accordance with Section 22 of the Children's Act 198	o is provided with accommodation by the local authority od of more than 24 hours, by agreement with the parents			
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). Or has your child been in state care outside of England and ceased to be so as a result of being adopted? Children looked after under an agreed series of short term placements (respite care) are excluded.				
	ously looked after out of England prior  If England if they were in the care of or were accommodated reprovider of care whose sole or main purpose is to benefit society.			
Please tick this box <u>only</u> if your child has an Edu	cation Health and Care Plan (EHCP)			

## Please check that you have fully completed all sections of this form

PLEASE RETURN THIS FORM TO YOUR CHILD'S CURRENT SCHOOL OR TO; School Admissions Team, 2<sup>nd</sup> 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: 31 OCTOBER 2025

#### **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 contacted by;

Email; Isadmissions@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

School Standards and Framework Act 1998 2. School Admissions Appeal Code 2012 3.

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/