STARTING SCHOOL FOR THE FIRST TIME IN A RECEPTION CLASS - SEPTEMBER 2027

Hull City Council

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.**

Note: Applications received after the **15 January 2027** will be accepted but **not** considered until after applications received before the deadline date. The only exception to this will be as quoted in 'A Guide to Primary School Admissions in Hull 2027/28' which is available on the council website.

SECTION A - YOUR CHILD

Name of Child .....

Gender Male* / Female*

Date of Birth .....

*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 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.
If your home address changes you **must** notify the Admissions Team of your new address as soon as possible. Evidence of a house move may be required before your new address can be used for the allocation of a school place. If a place is allocated using a fraudulent address, this place can be withdrawn.

School Currently Attending / Last Attended .....

Parent/Carer Contact Details **E-mail** .....

Home Tel. No. ..... **Work Tel. No.** ..... **Mobile No.** .....

SECTION B – 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 process in accordance with the requirements of the General Data Protection Regulations 2018. I confirm that I have read the privacy notice overleaf.

Signature ..... **Date** .....

SECTION C – PREFERENCES OF SCHOOL

Please note: Although you are asked to give reasons for each preference the Admissions Authority can only apply the reasons if they are part of the published admissions criteria for the school for which the preference is made.

You can check if your preferred schools' criteria includes early years pupil premium for children attending nursery, by referring to the Guide for Parents which is available on the council website at www.hull.gov.uk/admissions. Admissions arrangements are also available on the schools' website.

If one of your preferred schools is Alderman Cogan's CE Primary or St Andrew's CE Primary, St Charles', Endsleigh Holy Child, St Anthony's, St Mary Queen of Martyrs, St Richards, St Thomas More or St Vincents, please complete the Supplementary Information Form and return this to the school. Forms can be found on the school website or on the local authority website at www.hull.gov.uk/admissions

We strongly recommend you give 3 preferences of school and include your catchment or nearest school.

First Preference: .....

Please tick the reasons you think are relevant to your preference

Live in Catchment ☐ **Distance to home** ☐ **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 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.

☐ **Nursery –** my child attends the nursery school named in the schools' oversubscription criteria and is eligible for early years pupil premius

Second Preference: ..... ☐ .....

Please tick the reasons you think are relevant to your preference

Live in Catchment ☐ **Distance to home** **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 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.

☐ **Nursery** – my child attends the nursery school named in the schools' oversubscription criteria and is eligible for early years pupil premium

Third Preference: .....

Please tick the reasons you think are relevant to your preference

Live in Catchment ☐ **Distance to home** ☐ **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 necessary evidence required by the school is provided

☐ **Other exceptional reasons or medical factors** (Give full details below) 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.

☐ **Nursery** – my child attends the nursery school named in the schools' oversubscription criteria and is eligible for early years pupil premium

Additional Information If you have ticked the exceptional reasons or medical factors box for any preferred school please provide further details here. Evidence will be required.

PREFERRED SCHOOL .....

OTHER EXCEPTIONAL REASONS .....

.....

SECTION D – 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). 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.

Please tick this box if your child has been previously looker after out of England prior to being adopted. ☐ A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Please tick this box only if your child has an Education, Health and Care Plan (ECHP) ☐

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, 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 202

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; 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/

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