

SECTION 2 – PARENTAL RESPONSIBILITY

If more than one person has parental responsibility, there must be an agreement about the school preferences. The Authority cannot become involved in parental disputes. Is there any Court ruling e.g. a Specific Issues Order, that determines who has authority to state a preference for a secondary school? Yes [] No []

If **YES** please provide details below and attach a copy of the Court ruling.

Is this child living or coming to live with a person who **does not** have parental responsibility, for example, another relative, or a friend of the family? Yes [] No []

If **YES** please provide details below. We may need to ask for more information.

SECTION 3 – MOVING HOUSE?

Is your application due to a change of address? Yes [] No []

If **YES**, please provide details. We may ask for proof of residence.

New address:

Previous address:

Expected date of move:

SECTION 4 – ADDITIONAL INFORMATION

Is this child **in care** of a Local Authority? * Yes [] No []

Was this child **previously in care** of a Local Authority? * Yes [] No []

If **YES** to either or the above, which Authority is or was responsible?

Please give Social Worker's name and contact details.

Note that if this form is for a child in care the Social Worker must complete this form and a copy of the updated PEP which supports the move must be attached.

** If you answer YES, we may request more information from you.*

Does this child have an **Education Health and Care Plan**? Yes [] No []

Has this child been **Permanently Excluded** from any school? Yes [] No []

If **YES**, please state the name of the school and the date excluded.

Is this child a **British / EU citizen**? Yes [] No []

If a non-British or EU citizen, you must provide a copy of your and your child's current passport and visa with the application.

What is the child's first language? English [] Other []

If **Other** please say which one:

Is there any family member or ex-family member who is not entitled to have access to the information on this form? Yes [] No []

If **YES**, please give their name and relationship to the child.

SECTION 5 – APPLICANTS TO CATHOLIC SECONDARY SCHOOLS

In the following boxes, complete the ONE which applies to your child (A, B or C).

A. Is your child baptised Catholic?	Yes [] No []
Please name the Church and Year in which the baptism took place.	

B. Are you applying for a place because you worship at a different Church?	Yes [] No []
Please name the Church and give the name and address of the minister to whom reference may be made in connection with your attendance.	

C. If your child is not a Catholic, are you applying because you wish your child to have a Catholic education?	Yes [] No []
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Note that the Governing Body reserve the right to check on information provided by parents, including evidence of a baptismal certificate. If you have any questions about completing this part of the Common Application Form, please contact the Headteacher of a Catholic Secondary School or the Director of Schools for the Diocese, Curial Offices, 2 Park Road South, Birkenhead, phone 0151 652 9855.

SECTION 6 – REASONS FOR PREFERENCE – this section must be completed

You may continue on a separate sheet of paper if required. Please note that if you do not give reasons in support of your preference, it may not be possible to give the same weight to such reasons at a later stage as would be given at the initial consideration. PLEASE BEAR IN MIND THAT WHAT YOU WRITE HERE WILL BE PROVIDED TO YOUR CHILD'S CURRENT SCHOOL AS WELL AS YOUR PREFERENCE SCHOOLS.

SECTION 7. DECLARATIONS AND SIGNATURES

A. YOUR PERSONAL INFORMATION

The information provided on this form will be processed in accordance with the Local Authority's **School Admissions Privacy Notice**. Information will be treated as confidential and will be used for the purpose of processing your child's application for a school place in accordance with the School Admissions Code 2014 and the Wirral Co-ordinated Scheme. The Privacy Notice is in line with our duties as set out in the Data Protection Act 2018 and GDPR.

The information will be used by Wirral Local Authority and Governing Bodies of primary/secondary schools as Admission Authorities. They will apply the information to their published admission policies in order to allocate school places for children. The information given on this form and the outcome of this application will be shared with your child's current school.

In order to verify the authenticity of pupils' addresses or income status this information may be shared with Council Tax and Housing Benefit teams. Where necessary this information will be shared with various internal Council teams, and with external bodies, including other Local Authorities and Schools, the Department for Education, Office of the Schools Adjudicator, the Education Skills Funding Agency, the Local Government and Social Care Ombudsman and the NHS Community Trust where required in relation to other legal, statutory or other regulatory obligations or requirements. Information about your child may also be shared with Members of Parliament or Local Councillors, if you ask them to act on your behalf. *(continues over page)*

For further information please read the School Admissions Privacy Notice (www.wirral.gov.uk/schools-and-learning/school-admissions/apply-primary-or-secondary-school-places) or contact the Council's Data Protection Officer at DPO@wirral.gov.uk or by calling 0151 606 2020.

You must provide consent for the Authority to use your information for the purpose of School Admissions. If you do not wish to provide consent, you cannot proceed with this application.

B. ALLOCATION OF PLACES

The allocation of a place at a community secondary school will be made in accordance with the arrangements set out in the Secondary Education Booklet for Parents and the Wirral Co-ordinated Scheme. The allocation of a place at an academy, foundation, trust or voluntary aided secondary school is made by the school's Governing Body in accordance with their admissions policy.

Your right to express a preference for a school some distance from your child's home does not carry with it the right to free travel to that school. We determine eligibility for free travel in accordance with the Authority's transport policy described in the Secondary Education Booklet for Parents. Please ensure that you have considered how your child will travel to school prior to submitting your preferences.

Before signing the preference form below, you are advised to read:

- The Authority's Information Booklet for parents, Secondary Education in Wirral.
- The admission policy of the school(s) for which you are indicating a preference.

You are also advised to speak to the headteacher of your child's current school prior to submitting this form.

The booklet for parents relating to Wirral schools and policies for Wirral schools is available at www.wirral.gov.uk/schooladmissions or can be requested by calling 0151 606 2020.

The person completing and signing this form MUST be the person who has parental responsibility to state a preference for a school place.

If this form is for a child in care, a copy of the updated PEP which supports this move MUST be attached.

I declare that I have read and understood Section 7A and the terms of the privacy notice and formally consent to the Authority using this information for the purpose of School Admissions including sharing information where necessary with internal and external bodies.

I declare that I have read and understood Section 7B. I have read the Information for Parents Booklet and the admission criteria for all of my preferred schools.

I have discussed the reasons for my transfer request with the Headteacher of my child's current school.

I agree that where more than one person has parental responsibility for this child, agreement over the preferences has been reached. I understand that failure to do so may result in a delay in this application and legal resolution may need to be sought.

I declare that all information that I have given on this form is correct. I understand that the Admissions Authority has the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application and that if at a later date the information provided is found to be incorrect I may lose any place offered to my child.

Signed: _____ (Parent/Guardian) Date _____

Signed: _____ (Parent/Guardian) Date _____

Child's Name _____

(Please print)

Please post directly to : Mainstream Admissions, Delivery Services, PO Box 290, Brighton Street, Wallasey, CH27 9FQ or email to secondaryplaces@wirral.gov.uk