

HALTON LA COMMON APPLICATION FORM (CAF)

REQUESTING A TRANSFER TO A HALTON SECONDARY SCHOOL

School you are applying for:	
Year group:	

SECTION A: YOUR CHILD'S PERSONAL DETAILS

First Name:		Surname:	
Date of Birth:		Gender:	
House Number:		Street:	
City/Town:		Postcode:	

ADDITIONAL INFORMATION FOR YOUR CHILD

Is your child currently or have they ever been in the care of a Local Authority (LA)?	YES / NO
If yes, please state name of LA and dates:	
Does your child have a Statement of Special Educational Needs or an Education and Health Care Plan?	YES / NO
Does your child have a medical condition, disability or special educational need for which they receive support in school?	YES / NO
If yes, please give a brief summary:	

FAITH INFORMATION FOR APPLICATIONS TO VOLUNTARY AIDED FAITH SCHOOLS

Is your child baptised Catholic?	YES / NO
If yes, in which Catholic Parish were they baptised and when?	
Is your child christened Church of England?	YES / NO
If your child belongs to another faith, please state which:	

You may be required to submit additional documentation to support your application when applying for a voluntary aided school, such as a baptismal certificate or letter signed by the parish priest or vicar. The school will advise on application if this is required.

PLEASE STATE BRIEFLY YOUR REASON FOR REQUESTING A PLACE AT THIS SCHOOL:

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SECTION B: YOUR PERSONAL DETAILS

First Name:		Surname:	
Relationship to Child:		Do you have Parental Responsibility for this child?	YES / NO
Email Address:			
Home Phone:		Mobile:	

SECTION C: DECLARATION AND CONSENT

Details of Halton school admissions policies are given in the Halton Coordinated Admissions Scheme and in the Halton Primary and Secondary composite prospectuses, available online at

www.halton.gov.uk/schooladmissions

I declare that all the information provided is true. I confirm that I have parental responsibility for this child. I understand that any school place offered on the basis of fraudulent or intentionally misleading information may be withdrawn. I confirm that I have read the document, *In-Year Admissions: A Guide to Secondary School Transfers*, before submitting this application.

I accept that if the form is not completed fully or accurately, this may result in a delay to my application. I confirm that 'SECTION D: PREVIOUS SCHOOL INFORMATION SHEET' has been completed by the named representative at my child's previous school.

Data Protection Act: Personal information on this form is treated in confidence and complies with the requirement of the Act.

Signed:		Date:	
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PLEASE ENSURE YOU HAVE COMPLETED ALL RELEVANT SECTIONS OF THIS FORM

- Please ensure you return this form **DIRECTLY TO THE PREFERENCE SCHOOL**
- You will receive a written response from the school, usually within ten school days where possible
- If you cannot be offered a place, you will be advised of your right of appeal and how to access it

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SECTION D: PREVIOUS SCHOOL INFORMATION SHEET

Name of child's current/previous school:			
Child's First Name:		Child's Surname:	
Child's UPN (If known):			
Contact name at school:			
Contact email at school:			
Contact telephone number at school:			

PUPIL PROFILE INFORMATION:

Does the child currently attend your school?	YES / NO
If no, what was their last date of attendance?	
What is the child's % attendance (38 week %)?	
Has the child been subject to any fixed term exclusions in the current/previous term totalling more than 10 days?	YES / NO
	Total Days:
Does the child receive any support for a medical condition, disability or special educational need but not under a Statement of Special Educational Needs or an Education and Health Care Plan?	YES / NO
If yes, please supply a brief summary of the support provided:	
Is the child from a Gypsy, Roma, Traveller, refugee or Asylum Seeker family?	YES / NO
Was the child admitted to your school under a Fair Access or Managed Move scheme?	YES / NO

All of the information provided will be considered to ensure that a decision is made in the best interests of the child.

schooladmissions@halton.gov.uk

School Admissions Team
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