



Common Application Form for Admission to Secondary School (Year 7) in September 2024

Learn more about moving to secondary school by reading [the Parents Guide](#). Read this guide carefully before completing this form. Please complete the form using capital letters, taking particular care to understand the oversubscription criteria your application will be considered under, as you may be required to provide additional information to support your application.

Only complete this form if you pay your council tax to Wokingham Borough Council. The closing date for applications is **31 October 2023**.

If you would rather submit an online application, you can apply at:

www.wokingham.gov.uk/admissions

Child's current school:

Child's name in full:

Child's legal surname if different from above:

Child's date of birth: **Day** **Month** **Year**

Please tick one of the boxes below to show whether the child is MALE or FEMALE

MALE ☐

FEMALE ☐

Child's current permanent home address including postcode:

If your child's permanent home address is changing and you want the new address to be considered for the allocation of places in March 2024; evidence e.g., exchange of contracts or signed rental agreement will be required by **31st December 2023**.

Evidence received later will not be considered until after 1st March 2024. Own admission authority schools and schools outside the borough may have agreed alternative date; please check their policy for details.

If you are unsure of where you will be living by the deadline or if your home address is likely to change prior to your child starting school, you should still submit an application and declare such circumstances.

Members of the armed services or Crown Servants – if you are moving to the Wokingham Borough, please provide a copy of the assignment order. If this is not available, please apply through your current home local authority.

Child's proposed new permanent home address **including postcode** (if applicable):

Expected date of move: **Day** **Month** **Year**

Name of parent or carer who lives with the child at the home address given on the front page of this application and who is completing this form:

Title:

First name:

Surname:

Relationship to Child:

Home Telephone Number:

Mobile Number:

Email Address:

Is your child resident at more than one address?

YES ☐

NO ☐

If **yes**, what percentage of time does the child spend at the declared home address?

If you have answered **yes above**, please provide the alternative address **including postcode**:

To ensure your application is processed appropriately, please answer the questions below.

Does your child have an Education, Health, and Care Plan (EHCP)?

YES ☐

NO ☐

Is the child 'looked after' or previously 'looked after' by a local authority?

YES ☐ If yes, please enclose the required supporting documentation

NO ☐

Name of Local Authority:

Are you applying for a school on grounds of exceptional medical or social need? Please note that not all schools consider applications on this basis.

YES ☐ If yes, please enclose the required supporting documentation

NO ☐

Are you applying for a single-sex school because you prefer single-sex education?

YES ☐ If yes, please enclose the required supporting documentation

NO ☐

If you are applying because your child has siblings at the school; please give details of older secondary aged siblings attending your preferred schools, at the time of application, who are expected to be attending when your child starts secondary school:

Full name of sibling

Date of birth

Name of school attending

Full name of sibling

Date of birth

Name of school attending

SECONDARY SCHOOL PREFERENCES

In this section you need to state your school preferences in the order that you want them and your reasons for each preferred school.

This should include applications for own admission authority schools e.g., voluntary aided, academy, foundation, selective or schools in other local authority areas. It is your responsibility to complete any additional form for these schools.

These schools have their own admission criteria and policies, determined by their governing bodies or Academy Trust Board; so, the reasons you give will assist in ensuring your application is considered under the appropriate criterion. These are usually different from the policies for Wokingham Borough Council's community schools. Parents who wish their children to be considered for entry to such schools are advised to contact the preferred school for a copy of its admission policy.

First Preferred School:

Reasons for preference:

Second Preferred School:

Reasons for preference:

Third Preferred School:

Reasons for preference:

Fourth Preferred School:

Reasons for preference:

Closing date: 31 October 2023. Application forms received after this date will be regarded as late and this is likely to adversely affect your application. Paper-based applications should be completed and sent to the school admissions team to meet the above closing date.

Only one application will be accepted per pupil. Where duplicates are received the local authority will process the application with the latest application date.

Personal information contained in this form is subject to (EU) General Data Protection Regulations (GDPR). If you would like more information about how the Wokingham Borough council uses your data, please see our Privacy Notice(s) which are available: <http://www.wokingham.gov.uk/privacy/>

I understand that this information will be stored securely and may be shared with any appropriate agencies.

The Authority reserves the right to carry out further investigations and may require additional evidence to verify information contained in this form.

Declaration:

I declare that the information I have given on this form is correct and that I am the person with parental responsibility for the child named on this form.

I confirm that, to the best of my knowledge, the declared address will continue to be the child's residence beyond the start of school in September 2024 and I will notify the school admissions team of any changes.

I have read and understood the admission arrangements and criteria for all my preferred schools and have completed and submitted any additional forms which may be required.

I understand that any place offered may be withdrawn if I give false or misleading information.

Signature of Parent or Carer

Date:

Where possible please apply online at: www.wokingham.gov.uk/admissions or scan or take a photo of the completed form and email it along with all supporting documents to schooladmissions@wokingham.gov.uk

Or alternatively return to:

School Admissions Team, Wokingham Borough Council, PO Box 156, Shute End, Wokingham, RG40 1WN