

# Secondary Admission Form

## Part 1

### Academic Year 2021/2022



To be completed by parents whose child resides in the Borough of St Helens and is due to start Secondary School in September 2021. It is important that the accompanying Information for Parents booklet is read BEFORE this form is completed. Only one application per child should be made.

#### Section 1

##### Your Child's Details

Surname ..... Date of Birth 

D	D	M	M	Y	Y	Y	Y
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Legal surname, if different from above .....

First Name(s) ..... Sex (please tick) Male ☐ Female ☐

Home Address .....

Postcode ..... Daytime telephone number (if any) .....

Current Primary/Junior School .....

Does your child have a Statement of Special Educational Needs or an EHC Plan? Yes ☐ No ☐

Is your child looked after? Yes ☐ No ☐ If 'yes', which Local Authority? .....

Name of social worker: ..... Contact Number: .....

Was your child previously looked after? Yes ☐ No ☐ If 'yes', you will need to provide evidence to support this.

Evidence enclosed is a copy of:

☐ Adoption Order ☐ Residence Order ☐ Special Guardianship Order

#### Section 2

##### Preferred Secondary Schools or Academies

Please name up to three schools/academies in order of preference, these can be schools/academies both in and outside St Helens Local Authority. If you state a preference for a school outside St Helens Local Authority, please ensure that you are aware of the admission arrangements for that school; these will be in the booklet of the Local Authority in which the school is situated.

	NAME OF SECONDARY SCHOOL	If <b>brother</b> or <b>sister</b> presently attend, state name and date of birth
1		
2		
3		

#### Section 3

##### Reasons for Preference

If you wish to give a reason why you prefer the schools/academies you have listed, please do so below. You can attach additional sheets if required.

Preference 1

Preference 2

Preference 3

CONTINUED ON NEXT PAGE

## Section 4

### Applicants for Rainford High School Only

If your child does not fall into category 1-3 of Rainford High's oversubscription criteria, do you wish to be considered under category 4: a member of staff at the school?

Yes ☐ No ☐

If 'yes' please provide evidence that you have either been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or been recruited to fill a vacant post for which there is a demonstrable skill shortage.

### Applicants for Catholic Secondary Schools and Hope Academy Only

If any of your three stated preferences is for a Catholic Secondary School or Hope Academy, please ANSWER the questions below. **(If you apply for a voluntary aided school outside St Helens, please check whether the school requires you to complete a supplementary information form.)**

1. Is your child Baptised Catholic?

Yes ☐ No ☐

Date of Baptism .....

Church of Baptism .....

Catholic Parish of residence .....

#### Please note:

If your child is Baptised Catholic and attends a Catholic primary school, the Admissions Committees of St Helens Catholic secondary schools will confirm this with the primary school. For all other Catholic applicants, a copy of a Catholic Baptismal Certificate should be attached to the application form.

2. Is your child baptised in another Christian Faith?

Yes ☐ No ☐

Date of Baptism .....

Church of Baptism .....

3. Is your child a member of another Faith group?

Yes ☐ No ☐

#### Please note:

If the schools you have named on the form give priority to applicants of other Faiths and your child is a member of another Faith, proof, in the form of the Baptismal Certificate or a letter from an appropriate religious leader or minister, should be submitted with the application form.

### Applications for Hope Academy Only

If your child does not fall into categories a-e of Hope Academy's oversubscription criteria, do you wish their application to be considered under category f: church attendance?

Yes ☐ No ☐

If 'yes', please attach a letter from the appropriate Minister of Religion or religious leader to confirm church attendance.

In the event that during the period specified for attendance at worship, the church (or, in relation to those of other faiths, relevant place of worship) has been closed for public worship and has not provided alternative premises for that worship, the requirements of these (admissions) arrangements in relation to attendance will only apply to the period when the church (or, in relation to those of other faiths, relevant place of worship) or alternative premises have been available for public worship.

# Secondary Admission Form

## Part 2

### Academic Year 2021/2022



Child's name ..... Date of Birth .....

#### Section 5

##### Parent/Carer's details

Mother/Carer's name .....

Father/Carer's name .....

Home Telephone .....

Home Telephone .....

Daytime Telephone .....

Daytime Telephone .....

Mobile Telephone .....

Mobile Telephone .....

Address .....

Address .....

#### Data Privacy

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 only for the purpose of processing your child's application for a school place in accordance with the School Admissions Code 2014.

The Privacy Notice and data protection legislation puts in certain safeguards regarding the use of personal data by organisations including the Department for Education (DfE), local authorities, police and HM Revenue and Customs. The data protection legislation gives rights to those individuals whose data is held. These include:

- The right to request access to the data that is being held by contacting the Council Data Protection Officer – [dataprotection@sthelens.gov.uk](mailto:dataprotection@sthelens.gov.uk)
- The right to request the reason why the data is being held and what it is being used for.
- The right to request data to be removed (although without the information, the Home to School Transport Application cannot be processed).
- The right to request the Local Authority to correct or amend any incorrect information.
- The right to know who the data may be shared with.
- The right to know how long the data can be held before it is destroyed.

A copy of the full privacy notice is available on the School Admissions Webpage. By signing this declaration you are declaring that you have read and understood the terms of the notice.

If you have any concerns about how the Local Authority is handling your data, you can contact:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Signature of Parent/Carer

I am the parent or have parental responsibility for the child named on this application. I have noted the information in the current Primary Education: Information for Parents booklet and the checklist below.

Signature (Parent/Carer) .....

Date .....

PTO .....



# Application Checklist

Please ensure that you have:

## Section 1: Child's Details

- ☐ The address that must be given is where the child and parent, or person with parental responsibility, normally live. If parents are separated and the child spends time at each parent's address, the address used shall be that of the main carer. The Local Authority will use the address of the parent who is in receipt of child benefit for this. It may be necessary for the Admissions Section to carry out checks to confirm that addresses given are genuine. You may, therefore, be asked to produce further documentary evidence of your child's address.

## Section 2: Preferred Schools

- ☐ Please refer to page 8 of the booklet. If your child has an older brother or sister at the school you have named as a preference, please give their details.

## Section 3: Reasons for Preference

- ☐ You may state any reasons you wish in this section. You do not have to state a reason if you do not wish to.

## Section 4: Applications for Catholic and Other Faith Schools

- ☐ If any of your three stated preferences is for a Catholic Secondary School or Hope Academy, please answer the questions in this section and forward the documentary evidence that is requested.

**If you apply for a voluntary aided faith school outside St Helens, please check whether the school requires you to complete a supplementary information form.**

## Section 5: Parent/Carer's Details

- ☐ Please complete this section (ensure that you include the child's name and date of birth at the top of the page) – the Admissions Section needs this information to contact you in case of a query. **Please remember to sign and date your form before returning it.**

## Returning the Admission Form/Proof of Receipt

**If your child attends a St Helens primary school, please return the form to that school by 31 October 2020. The school will sign the tear-off slip at the bottom of the form and return it to you as proof of receipt. Please keep this as it is your proof of application.**

**If your child does not attend a primary school in St Helens, then you should send your completed form to the Admissions Section, Atlas House, Corporation Street, St Helens WA9 1LD and a receipt will be issued.**

**Please note: If you apply online an email receipt will be sent to you.**

## For school use only

Date received by school:  
(school stamp)

Address checked on SIMS:

Yes

☐

No

☐

Receipt issued:

Yes

☐

## Proof of Receipt

I acknowledge receipt of your request that your child ..... be considered for  
a secondary school place at ..... High School  
Signed ..... Primary School ..... Date .....  
(head teacher)

**\*Please retain this slip until the outcome of your application is known.**