



# Secondary School Application Form

## September 2024

Prior to completing your application, please refer to the 'Starting Secondary School' brochure on the admissions website to ensure that you have all relevant information.

**TO BE COMPLETED BY RUTLAND RESIDENTS ONLY**  
**Your application for a place at secondary school must be completed and submitted by 31 October 2023. You can apply on-line at [www.rutland.gov.uk/admissions](http://www.rutland.gov.uk/admissions)**

### 1. CHILD'S DETAILS

All 'legal' names should be the same as those stated on the child's birth certificate or deed poll documentation:

Child's Legal Surname \_\_\_\_\_

Child's Legal Forename \_\_\_\_\_

Child's Middle Name(s) \_\_\_\_\_

Preferred Names (if different to Legal Name) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender (M/F) \_\_\_\_\_

Current primary school \_\_\_\_\_

Address: The address given should be the address of the parent/carer with whom the child spends the majority of time as a child of a family during term-time

House/Flat Name \_\_\_\_\_

Number \_\_\_\_\_ Street \_\_\_\_\_

Village/Town \_\_\_\_\_

County \_\_\_\_\_ Postcode \_\_\_\_\_

If you are moving house, please tell us the new address and the expected date of arrival at the new address. Please note that proof of the new address may be required. Please refer to your preferred school's admissions policy for more details.

House/Flat Name \_\_\_\_\_

Number \_\_\_\_\_ Street \_\_\_\_\_

Village/Town \_\_\_\_\_

County \_\_\_\_\_ Postcode \_\_\_\_\_

Date of arrival: \_\_\_\_\_

Is the child "looked after" or has the child previously been "looked after" by a Local Authority? (Sometimes referred to as "being in care")  YES  NO

If YES, which Local Authority? \_\_\_\_\_

Does the child or a family member have a special educational, medical or domestic need?  YES  NO

***If so, please give details below and, if necessary, continue on a separate sheet. You must also attach supporting evidence from a recognised professional. If such evidence is not attached, your application will not be considered as a special educational, medical or domestic need.***

Does the child have an Education, Health and Care Plan (EHCP)?  YES  NO

Is the child a member of a Service or Crown Servant Family?  YES  NO

## 2. PARENT/CARER DETAILS

Parent/Carer Surname \_\_\_\_\_ (Mr/Mrs/Miss/Ms)

Parent/Carer Forename(s) \_\_\_\_\_

Relationship to child \_\_\_\_\_

Do you have parental responsibility for this child? (See note below)  YES  NO

Parental responsibility is defined as:

- The natural mother of the child
- The natural father if married to the mother at the time of the birth or subsequently, if named on the birth certificate after 1 December 2003 or if he has a parental responsibility agreement with the mother or has a parental responsibility order from the court.
- A person awarded a residence order, Special Guardianship Order or an Adoption Order.

If you have any queries regarding parental responsibility, please contact the Admissions Service on 01572 722577.

**(If you answered NO to the 'parental responsibility' question, please contact the Local Authority on 01572 722577 to provide further details).**

Home Tel Number (inc area code) \_\_\_\_\_

Work Tel Number \_\_\_\_\_

Mobile Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

If the parent/carers address is the same as the child's address detailed in Section 1, you need only tick this box.

If the address is different, please complete the address details below:

House/Flat Name \_\_\_\_\_

Number \_\_\_\_\_ Street \_\_\_\_\_

Village/Town \_\_\_\_\_

County \_\_\_\_\_ Postcode \_\_\_\_\_

### 3. SCHOOL PREFERENCES

- You can apply for up to three preferences of secondary school. This includes a preference for a place in any Rutland school or any school within another Local Authority area. This does not include private or independent schools.
- We advise you to use all three preferences. Applying for a second and third preference school will not affect your chances of receiving an offer at your first preference school. Please make sure that you rank your preferences in order of priority. All preferences listed will be processed but only one offer of a place will be made. If more than one of your school preferences can be allocated, the school offered will be the one listed highest within your ranked preferences.
- If you wish your child to be considered for a place at your catchment school you must list the school as one of your preferences. If you do not list your catchment school as a preference, there may not be a place available if places cannot be offered at your preferred schools.

#### 1ST PREFERENCE SCHOOL

Full name of school \_\_\_\_\_

Please select your reason(s) for choosing this school by ticking the relevant box:

Catchment area (if applicable) <input type="checkbox"/>	Other <input type="checkbox"/> (please comment and continue on a separate sheet if necessary)
Feeder school <input type="checkbox"/>	
Sibling currently attends the school <input type="checkbox"/>	
Sibling attended this school in last 5 years <input type="checkbox"/>	
Special need <input type="checkbox"/>	
Parent/carer is a member of staff at the school <input type="checkbox"/>	

#### 2ND PREFERENCE SCHOOL

Full name of school \_\_\_\_\_

Please select your reason(s) for choosing this school by ticking the relevant box:

Catchment area (if applicable) <input type="checkbox"/>	Other <input type="checkbox"/> (please comment and continue on a separate sheet if necessary)
Feeder school <input type="checkbox"/>	
Sibling currently attends the school <input type="checkbox"/>	
Sibling attended this school in last 5 years <input type="checkbox"/>	
Special need <input type="checkbox"/>	
Parent/carer is a member of staff at the school <input type="checkbox"/>	

#### 3RD PREFERENCE SCHOOL

Full name of school \_\_\_\_\_

Please select your reason(s) for choosing this school by ticking the relevant box:

Catchment area (if applicable) <input type="checkbox"/>	Other <input type="checkbox"/> (please comment and continue on a separate sheet if necessary)
Feeder school <input type="checkbox"/>	
Sibling currently attends the school <input type="checkbox"/>	
Sibling attended this school in last 5 years <input type="checkbox"/>	
Special need <input type="checkbox"/>	
Parent/carer is a member of staff at the school <input type="checkbox"/>	

#### 4. SIBLING DETAILS

If your child has a sibling already attending one of your preferred schools or has a sibling that attended one of your preferred schools within the last 5 years, please give details below.

(A definition of 'sibling' is contained within each school's admission arrangements. A summary of each Rutland school's admission arrangements is available in the Starting Secondary School brochure).

Sibling's Legal Full Name \_\_\_\_\_

Sibling's Preferred Name (if different to Legal Name) \_\_\_\_\_

Sibling's Date of Birth \_\_\_\_\_

Name of school that sibling attends/attended \_\_\_\_\_

Date sibling left the school (if applicable): \_\_\_\_\_

#### 5. PARENTAL DECLARATION

- I understand that when I receive an offer of a place I will need to respond to the offer within the timescale given or the offer may be withdrawn.
- I understand that once my child has been allocated a place I will have to complete a second form to provide further details about my child to the school offered and may also need to provide a copy of my child's birth certificate.
- I confirm that I have read the information contained in the 'Starting Secondary School' brochure.
- The information on this form is correct and I understand that the offer of a place may be withdrawn by the local authority if this application is found to be based on fraudulent or misleading information.

Parent/Carer name: \_\_\_\_\_

Parent/Carer signature: \_\_\_\_\_

Date \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED BY 31 OCTOBER 2023**

**LATE APPLICATIONS WILL ONLY BE CONSIDERED AS 'ON TIME' IF THERE ARE EXCEPTIONAL CIRCUMSTANCES. DOCUMENTATION MUST BE PROVIDED IN SUPPORT OF THIS.**

Please return completed forms to:                   SECONDARY SCHOOL ADMISSIONS,  
RUTLAND COUNTY COUNCIL,  
CATMOSE, OAKHAM, RUTLAND LE15 6HP

or fax to: 01572 758307

To safeguard your child's personal data we advise that you do not return your completed application form by email.

## 6. DATA PROTECTION AND GDPR

In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR), which came into effect in May 2018, we have to provide you with information about the personal data you give to us. This information is set out below:

Rutland County Council is the data controller for the personal information you may provide. You can contact us by telephone on 01572 722577, via email to [dataprotection@rutland.gov.uk](mailto:dataprotection@rutland.gov.uk) or by writing to us at Data Protection, Catmose, Oakham, Rutland LE15 6HP.

Your information will be used so that we can carry out our statutory duty with regard to school admissions and securing an allocated school place for your child.

Your personal data may be shared with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so under other legislation. We may share the data with third parties if we are required by law to do so, this may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent.

We will keep your data for the current academic year and further four years. This is in accordance with Rutland County Council's Document Retention and Records Management Policy and Procedures and Rutland County Council's Retention Schedule.

You have the following rights under GDPR. Please note not all of these rights apply to all processing. Further details on each right can be found on our website at <https://www.rutland.gov.uk>

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights related to automated decision making, including profiling.

Rutland County Council would like to contact you to provide you with information on other Council services. If you consent to us contacting you for this purpose please tick here.

If you are not happy with the way the Council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office.