

# Secondary Admission Form

## Academic Year 2023/24



**WARRINGTON**  
Borough Council

To be completed by the Parent/Carer whose child resides within the borough of Warrington and is due to start in Year 7 at secondary school in September 2023. It is important that you read the booklet 'Secondary Education – First Admission to Year 7 - Information for Parents 2023/24 BEFORE completing this form. Only one application per child should be made.

### Section 1 - Your child's details - (see notes overleaf)

Surname  Date of birth

Legal surname, if different from above

First name(s)  Gender (please tick) Male  Female

Current Primary school

Does your child have an EHC Plan/Statement of special educational needs? Yes  No

Is the child a Child in Care? Yes\*  No  If yes, to which Local Authority?

\*If Yes, has the Virtual School approved this application?

Has the child formerly been in Care? Yes  No  If yes, **you must** provide a copy of one of the following to be considered under this criterion:

Adoption Certificate  Child Arrangement Order  Special Guardianship Order

### Section 2 - Address details – (see notes overleaf)

Child's current address

Post code

How long have you lived at the above address?

If you are planning on moving home please give details of new address

Address

Post code  Date of move

### Section 3 – Preferences – (see notes overleaf)

#### Your preference for a secondary school

If a brother or sister presently attend, state name and date of birth (if more than one child attends give youngest details)

1<sup>st</sup> preference

2<sup>nd</sup> preference

3<sup>rd</sup> preference

### Section 4 – Reasons for preference (see notes overleaf)

1<sup>st</sup> preference school

2<sup>nd</sup> preference school

3<sup>rd</sup> preference school

## Guidance notes for completing the application form

### SECTION 1 – Your child’s details

Children formerly in care are defined as children who have ceased to be in care because they have been adopted or became subject to a child arrangement order or a special guardianship order. In order to be considered under this criterion a copy of the certificate/order **must be** provided at the time of application.

### SECTION 2 - Address details

The child’s current address must be where the child and Parent/Carer normally live, not a childminder’s or grandparent’s address. Where a child lives with parents with shared responsibility the address given on the form should be the address of the parent who is in receipt of the child benefit and/or tax credit, proof may be required.

Please be aware that if you have indicated a future change of address and/or a date of proposed move, it remains the Parents/Carers responsibility to inform the admissions team and provide documentary proof once the change of address has actually taken place. Address changes with supporting documentary proof can only be accepted up until **15 February 2023**. Any changes after this date will be dealt with after the allocation date of **1 March 2023**.

### SECTION 3 – Preferences

Please name three schools in order of preference. Schools from outside Warrington Local Authority should be included unless they are for fee paying independent schools. Please state brothers or sisters of the child (including step, half or foster brothers or sisters living at the same address) who are attending the same school and are expected to continue in September 2023.

### SECTION 4 - Reasons for preference

Under the School Standards and Framework Act 1998, parents have the right to detail their reasons for stating a school as a preference. If you wish to detail your reasons for stating a school as a preference, you may do so - either on the form (or on a separate sheet which should be attached to this form).

### Supplementary Forms

If any of your preferences are for a Faith school, the schools own supplementary form should be completed as well as this form. Supplementary forms are available from the individual schools or can be downloaded from [www.warrington.gov.uk/schools](http://www.warrington.gov.uk/schools)

### SECTION 5 – Declaration

Mr  Mrs  Ms  Miss  Other  Please state

Surname  Initials

Relationship to the child

Contact telephone number

Email address

I have noted the information in the current booklet **Secondary Education–First Admission to Year 7-Information for Parents 2023/24** and I declare that the information given on this form is accurate and subject to verification.

#### Data Protection

Warrington Borough Council, Schools and Families maintain a database in respect of Education, which relates to the administration of pupils. All personal information provided on this form is treated in strict confidence in accordance with the requirements of the Act. We may verify information you have provided on this form. This could involve contacting your current school or other Council Departments who maintain appropriate records. The data may be shared with other Local Authorities and the Department of Education, external service providers including appropriate agencies for the purpose of provision of services to your child. To find out further information about the way that the Council handles your information, please visit: <https://www.warrington.gov.uk/privacypolicy>

Signature  Date

### Completed forms should be returned to:

The Admissions Team, East Annexe, Town Hall, Sankey Street, Warrington, WA1 1UH or alternatively you can send a scanned copy to [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk) You can contact the Admissions Team on 01925 446226.

You should not confuse the right to state a preference for schools with entitlement to assistance with transport provision. If you are offered a place at a school of your preference you will not necessarily receive any travel assistance to that school. It is the responsibility of parents to transport their child to/from school. You should consider this fact when stating preferences for the schools.