

PRIMARY SCHOOL PREFERENCE FORM - ACADEMIC YEAR 2019/20

If your preference(s) are for schools in other Local Authorities this form will be passed to the relevant LA by Halton Borough Council. This form is for entry to Reception in September 2019. Only Halton residents should complete this form and send it to the School Admissions Team, People Directorate, Rutland House, Runcorn WA7 2ES or to one of the Halton Direct Links by the deadline of 15th January 2019

1. YOUR CHILD'S DETAILS:

Surname:		Forename:	
Date of Birth:		Gender:	MALE FEMALE

CHILD'S PERMANENT HOME ADDRESS AT TIME OF APPLICATION:

Please note: The Local Authority checks to confirm that addresses are genuine. Please remember that the address you give must be the permanent address of the child. In certain cases you may be asked to provide documentary evidence of this address.

House Number:		Street:	
Town:		Postcode:	

2. FURTHER IMPORTANT INFORMATION:

Please circle/delete as appropriate

Is your child currently, in the care of a Local Authority? (Please give dates and Authority details if yes):	YES	NO
Was your child previously in the care of a Local Authority, and then ceased to be so due to an adoption, residency or special guardianship order? (Please give dates and Authority details if yes):	YES	NO
Does your child have an Education Health Care Plan (EHC Plan)?	YES	NO

3. PREFERENCES FOR SCHOOLS:

Please name up to three schools in preference order. **Remember:** If only one school is named and you are unsuccessful in your application to that school, you may be allocated a school you have not stated a preference for.

Preference 1:	
Preference 2:	
Preference 3:	

4. SIBLING CONNECTIONS:

If a brother or sister will be in attendance in September 2019 at any of your preference schools, please provide the following. Please note: A sibling includes half brothers and sisters and unrelated children living together as part of the same household.

Sibling Name:	Date of Birth:	Sibling's year group In September 2019:	School sibling attending:

5. APPLICATIONS FOR VOLUNTARY AIDED (CATHOLIC AND/OR CHURCH OF ENGLAND) ONLY

If you are applying for a voluntary aided school, please read the admissions criteria relevant to the school in the Admission to Primary School 2019 Booklet. You **MUST** also complete the following:

1. Is the child baptised Catholic?	YES	NO
2. If yes, please provide the Name and Address of Church of Baptism, as well as the Date of Baptism:		
3. If yes, in which catholic parish do they live?		
4. Is the child baptised Church of England?	YES	NO
5. If the child belongs to another faith, please state which:		

You may be required by the school to submit additional documentation (a supplementary form) to support your application. It is your responsibility to ensure you complete and return the supplementary form and/or proof of baptism, directly to the school. **For parents making applications to faith schools, to ensure that the correct oversubscription criteria is assigned to your child's application, the school will contact the church identified above to verify the information provided on this form.** If this information is not supplied the school's admissions committee will assign your child the appropriate criteria for 'other children, not of faith'. In completing and submitting this application form you agree that you have understood and consent to this process.

6. PARENT/CARER DETAILS:

Parent/Carer Name:		Relationship to child:	
Parent/Carer address: (If different from child)			
Daytime Telephone Number:		Evening Telephone Number:	
Email Address:			

DATA PRIVACY, DECLARATION AND CONSENT:

Halton Borough Council is the Data Controller for the personal information you provide. We collect and hold information about you in order to process your application regarding your child's admission to school as the Local Authority and schools will need this information to ensure the application is assessed appropriately.

You can view the full privacy notice at www.halton.gov.uk/privacynotices

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 Admission to Primary School 2019 booklet.

The Council may verify the information you have provided on this form which could involve contacting other departments of the Council who maintain appropriate records. In instances where the information provided is different to that held by them, they may use the information on this form.

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

- Please ensure you return this form to any of the Halton Direct Link Offices, where you will be given a receipt
- Or post it to: **Child Place Planning Team, Rutland House, Halton Lea, Runcorn, Cheshire, WA7 2ES**
- Halton LA will write to you on 16th April 2019 with an offer of a school place.
- Do not submit this application if you have already applied online

**DON'T BE LATE –
YOU MAY MISS OUT ON THE SCHOOL PLACE YOU PREFER**