

Section 1

How to Complete Your Application Form

Some parents try to get the school of their choice by giving false information.

Wakefield Council has the right to challenge the information on your form. We will contact schools, other council departments, other admissions authorities and the health authority to check if the information given is right. You may also be asked to provide evidence.

Supplying false information may result in a school place being withdrawn.

All parents are asked to accept offers of a place by 9 May 2012.

Please note that there is no guarantee that you will get a place at a school of your choice.

You need to fill in all the personal details asked for in sections (A) and (B).

(A) Child's Details

• Address at which your child is normally resident.

This is the child's permanent address. This is where he or she lives with a person with parental responsibility or with a parent (as defined in Section 576 of the Education Act 1996)

- Where there is split custody, please use the address where the child lives for most of the school week. (For example: If a child lives with mother Monday -Thursday and father Friday - Sunday, the mother's address would be used)
- If custody is split equally between mother and father, wherever possible we will try to allocate a place at a school that is accessible from both addresses. However, both parents must agree as to which schools they choose
- If your child's address changes, or is due to change before the autumn 2012 school term, you must notify the School Admissions Team immediately.

(B) Parent's or Carer's Details

- Give your title, first name and surname
- You need only give your address if it is different to your child's
- Give your contact details
- Tell us what relationship the child is to you and confirm whether you have parental responsibility

(C) Children in Care and Special Educational Needs

Only tick these boxes if your child is:

- Subject to a care order or interim care order

- Accommodated by a Local Authority in a full-time placement

- Has a Statement of Special Educational Needs

(D) Preferences

This is where you can choose up to three schools within the Wakefield district or any other authority.

- Put the names of the schools in preference order – the school you most want in box 1, the second in box 2 and third in box 3
Please complete one application per child. If you wish to amend your application you can do so. We will use the latest dated application form we have
- Do not put the same school twice - this will not increase your chance of getting a place at that school
- You may give reasons for your choices in the box provided
- Please tell us of any older brothers or sisters at any of the schools you have chosen. Please do not include them if they will have left the school by September 2012.

Please note:

- Each school has a 'catchment area'. Your catchment area is stated in your letter
- If your child is not offered a place at one of your three choices, a place will be allocated at the next closest school to your address that has places available
- Attendance at a nursery unit or pre-5 class at a school does not guarantee a place in the same school, similarly attendance at an Infant School does not guarantee a place at the link junior school. (Voluntary Aided Schools excluded)
- Late applications may affect your offer of a school place
So you know that we have got your application, we will confirm in writing within four weeks of receiving it. It is your responsibility to contact the School Admissions Team if you do not receive this letter.

(E) Declaration

- You must sign the declaration

The closing date for all applications is 15 January 2012.

Offers of places will be posted out on the 11 April 2012. If you applied online you can find out from midnight on this day.