



Translations of this **Choice Advice Service** leaflet are available in Polish, Farsi, Kurdish, Urdu, French and Tigrinya. If you need this booklet translated into another language, please complete and return the form below. *Tick box for language required.*

Polish

Jeśli potrzebujesz polskiego tłumaczenia tej broszury, wypełnij i odeślij poniższy formularz.

Farsi

اگر این اطلاعات را به زبانی دیگر و یا در فرمتی دیگر میخواهید لطفاً از ما درخواست کنید

Kurdish

ئەگەر دەتەوێت ئەم نامەڵکەییە بۆ کوردی تەرجومەبکەیت، ئەم تەکاویە ئەم فۆرمەیی خوارەوه پێربکەرەوه و بێنێرەوه.

French

S'il faut vous traduire ce livret en français, veuillez remplir le formulaire cidessous et nous le renvoyer.

Urdu

اگر آپ کو اس کتابچے کا ترجمہ اردو زبان میں چاہیے تو مہربانی کر کے نیچے دئے گئے فارم کو پُر کر کے بھیج دیں

Tigrinya

እዚ መጽሐፍ ብትግርኛ ክትትርጎሙልኩም እንተተደሊኹም፣ ነዛ ኣብ ታላቲ ዘላ ፎርም መልእኩም ምልሱዎ።

Please indicate if you would like a copy of this in another language (not listed above) or any of the following formats and send to the freepost address below or telephone 01924 306225:

Large print On audio tape In Braille

Another language, Please state:

Name

Address

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Please return this form to: FREEPOST WF 458, Communication & Information Team Room 217, County Hall, Bond Street, Wakefield WF1 2QL

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How to contact us

Telephone:
0800 587 8042
Email:
choiceadvice@wakefield.gov.uk
Web:
www.wakefieldfis.org.uk

Text:
07624 809247
Write to us or call in at:
Choice Advice Service
Families Information Service
Room 201, County Hall
Bond Street
Wakefield WF1 2QW

Opening Hours

Monday to Thursday: 8.30am-5pm
Friday: 8.30am-4.30pm
Voicemail is available out of office hours

Outreach

We are also out and about across the district at local schools, Children's Centres and other venues. Call us if you want to know when we are next in your area or if you would like to arrange a face to face meeting.

Confidentiality


The support we provide is confidential and information will only be shared when parents or carers have given their permission.
We have a confidentiality policy that means we safeguard your privacy. Please contact us if you would like a copy.

Compliments and Complaints

We are committed to continuous improvement and feedback is welcomed from all service users. All comments, compliments and complaints will be used to evaluate and improve the service and inform future planning.

Choice Advice Service
Delivering support to families applying for a school place

Tel: 0800 587 8042
Email: choiceadvice@wakefield.gov.uk
Text: 07624 809247



Deciding which school you would prefer your child to attend is a very important decision, but the system can be confusing for parents. If you would like advice about your choice of school, help is available through the Choice Advice Service.

What is the Choice Advice Service?

The Choice Advice Service offers free, impartial information, advice and assistance to parents and carers who are applying for a school place for their child.

Help and support is available at any stage of a child's education, including entry to part-time nursery education, primary or secondary school.

Who can benefit from this service?

The Choice Advice Service is available to all parents and carers who need it, but we aim to proactively offer support to those families who might normally find the application process difficult. This may include those who:

- have a disabled child or child with special educational needs
- themselves have a learning difficulty or mental health issue
- are new to the Wakefield area or move around frequently
- are new arrivals to the UK
- have English as an additional language
- live in areas of deprivation.

What can the Choice Advice Service do for you?

Our aim is to ensure parents and carers fully understand all the information available, to help them make the best and most realistic choice of school for their child. This could include:

- listening to parents' questions and concerns
- advice on all aspects of the school admissions process, and details of the admissions policies for different schools
- help with completing the school admissions form
- providing information about schools in the Wakefield district and neighbouring authorities, including school facilities, size, specialisms, curriculum, performance and OfSTED reports, etc.
- arranging school visits
- providing information on school transport, travel and uniform policies
- explaining the options if you do not get a place at the school you want - including support and guidance through the appeals process.

Is the Choice Advisor impartial?

The Choice Advice Service will not make a decision about which school is best for you or your child. We also cannot recommend or guarantee a place at any school.

What we can do is provide you with the information you need to make an informed and realistic decision when deciding on a school for your child.

How can I contact the Choice Advice Service?

Parents and carers can arrange to meet a member of staff in their own home, school, Children's Centre or other convenient location. We can also offer advice over the telephone, or you can email us with your questions.

Our contact details can be found on the back of this leaflet.

Need more information?

If you would like to speak to a member of the team, complete your details on the form below and return it **FREE** to the Families Information Service (FIS) at the following address:

FREEPOST WF458
Families Information Service
Room 201, County Hall, Wakefield WF1 2QL

Please tell us

Your name:

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Your address:

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Your postcode:

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Age of child/ren:

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Your telephone:

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Your email:

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Please tell us where you picked up our leaflet:

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