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| **Common Application Form (CAF)** Date received by LA…………………… | **R** |  |  |  **R** |

**ADMISSION TO RECEPTION CLASSES PRIMARY SCHOOLS – SEPTEMBER 2024**

**CHILD DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| CHILD’S FIRST NAME |  | CHILD’S SURNAME (FAMILY NAME) |  |
|  |  |  |  |
| DATE OF BIRTH |  | GENDER |  |
|  |  |
| ADDRESS  | NURSERY  | LOCAL AUTHORITY (LA) |
|  |  |  |
| Which Council charges Council Tax for the address where you live? |  |
| Home Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **NAME(S) OF PARENT(S) OR ADULT(S) WITH PARENTAL RESPONSIBILITY**  |
| Mr/Mrs/Ms/Dr etc. | FORENAME | SURNAME | DAYTIME TEL. NO. |
| Mr/Mrs/Ms/Dr etc. | FORENAME | SURNAME | DAYTIME TEL. NO. |
| ADDRESSES (If different from pupil’s address)  |

Please state up to 3 schools which you would prefer your child to attend. *If you want to name a school outside the Bury Council area, you* ***must*** *include it here, but do* ***not*** *include any independent schools.*

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| --- | --- |
| **1st Preference** | Local Authority |
| **2nd Preference** |  Local Authority |
| **3rd Preference** |  Local Authority |

**Please tick any of the following reasons applicable to each of your preferred schools.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1st Pref | 2nd Pref | 3rd Pref |  |  | 1st Pref | 2nd Pref | 3rd Pref |
| Distance  |  |  |  |  | Ease of Travel |  |  |  |
| Siblings  |  |  |  |  | Single sex school |  |  |  |
| Medical Reasons\*  |  |  |  |  | Selective School |  |  |  |
| Religion or Faith\* |  |  |  |  | Specialist School |  |  |  |
| Within Catchment area\*\* |  |  |  |  | Co-educational School |  |  |  |
| Feeder/Linked school |  |  |  |  |  |  |  |  |

\*Please note that supporting information must be provided. \*\* Where catchment areas apply.

**SIBLINGS**

Names of older brothers/sisters, including half brothers/sisters, already attending your preferred school(s) and expected to continue in the following school year.

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| **Name of Sibling** (and address if different from child) | **D.O.B.** | **School attending** | **Year Group** (1, 2 etc) |
|  |  |  |  |
|  |  |  |  |

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| Does your child have a Statement of Special Educational Needs? | Yes [ ]   | No [ ]  |
| Is your child privately fostered?Private fostering is when a child under the age of 16 is cared for by someone who is not their parent or a ‘close relative’. This is a private arrangement made between a parent & a carer for 28 days or more. | Yes [ ]  | No [ ]  |
| Is your child Looked After by a Local Authority or was previously Looked After but ceased to be so because they were adopted (or subject to a residence order or guardianship order)?**\*** | Yes [ ]  | No [ ]  |
| If so, please state which Local Authority: |  |

**\*Please provide evidence e.g. adoption certificate or supporting letter from your social worker**

OTHER RELEVANT CIRCUMSTANCES

Please include here any further information which you consider may be relevant to your preference(s). Continue on a separate sheet, if necessary. You should be aware that places will be offered in accordance with the policies as shown in the Primary School Admissions Information Guide 2020.

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**If any of your preferences are for Roman Catholic or Voluntary Aided Church of England Schools, you must supply a copy of your child’s baptismal certificate.**

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| **If your application is to a Roman Catholic School, you must complete this section:**Church of Baptism:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Baptism: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Present Parish of Residence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **If your application is to a Voluntary Aided Church of England School, you must complete this section:**Church of Baptism:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Baptism: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Present Parish of Residence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

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| Checklist : Before returning this form, have you:- |
| * completed any additional forms necessary for voluntary aided schools and included any additional supporting information if required? (please check the admission arrangements for each school for which you are applying)
 | Yes [ ]  | No [ ]  |
| * completed all relevant sections of this form?
 | Yes [ ]  | No [ ]  |

**DECLARATION OF PARENT OR CARER**

I declare that all the information which I have provided is true. I accept that any place offered to my child may be withdrawn if I have used fraudulent or intentionally misleading information (for example, a false address) to gain the place.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed |  | Mr/Mrs/Ms/Dr etc. | Date |  |

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| PLEASE RETURN THIS FORM to your child’s present school (Bury primary schools only), Via email to admissions@bury.gov.uk or direct to Admissions Team, Children and Young People, 3 Knowsley Place, Duke Street, Bury, BL9 0EJ. **This form must be returned by no later than 15th January, 2024***.**Forms received by the Local Authority after this date will be treated as late which may result in your child not being offered a place at a school of your preference.* |

DATA PROTECTION ACT The Council maintains a Register Entry in respect of Education, which includes the administration relating to pupils. Personal information provided on this form is treated in confidence and complies with the requirements of the Act. This information may also be shared with other relevant parties such as other LAs, schools and other departments of the Council.

Verification of Information – the Council may verify 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 from that held by them they may use the information on this form.