

14-19 Common application form

For admission to University Technical Colleges (UTC) and Studio Schools (year 10 only)

Starting in September 2018

This application form must only be completed by Southwark residents to apply for a place at a Studio School or University Technical College from the start of year 10 in September. If you live outside of Southwark, you must complete the application available from the borough where you live. You cannot apply for independent (private) schools on this form.

Completed forms **MUST** be returned to the address shown at the end of this form by the closing date of **Tuesday 31 October 2017.**

The council cannot accept responsibility for application forms which are not received by the closing date. If applying by post, please keep a **photocopy** of your application form and obtain **proof of postage** or request an **acknowledgment receipt** from the council by enclosing a stamped self addressed envelope.

Please use black ink and BLOCK CAPITALS. DO NOT FOLD or STAPLE this form.

Section 1: Child's details

Surname/family name

First name

Middle name(s)

Gender

 Boy Girl (please tick box)

Date of birth:

Home address: This must be the address where the child normally lives and where the child benefit is paid.

First line of home address

Second line of home address

Town/city

 Postcode

Please also give the address of the child's current secondary school.

First line of school address

Second line of school address

Town/city

 Postcode

Current school name

DfE no. (if known)

Will you be submitting another 14-19 application form for a sibling in the same academic year e.g. twin, triplet or other?

 Yes No (please tick box)

Have you recently submitted an in year application for another sibling?

 Yes No (please tick box)

Section 2: School preferences

You can apply for up to four University Technical Colleges (UTCs) or Studio Schools in or outside Southwark and must list them in the order you prefer them. Please note that you can only apply to UTCs or Studio Schools using this form and any other school that is named will not be considered.

Changes can only be made in exceptional circumstances at the discretion of the local authority and evidence to support your request will be required. It is important that you read the admissions criteria for each UTC and Studio School, so that you can check how they will give priority to applicants.

Tick this box, if you believe there are exceptional medical, social, religious or educational (including single-sex education) reasons to support your preference(s). If you tick this box, you must complete the 'Reasons for preference' box stating why the UTC or Studio School would best meet your child's needs and the difficulties that would be caused if your child had to attend another school. You must also attach current supporting evidence from a relevant professional e.g. a doctor or social worker.

Preference 1 Name of UTC or Studio School

Borough the school is in/DfE no.

Postcode

Please give details of any brother or sister* already attending the Studio School/UTC.

First name

Surname/family name

Brother or sister's date of birth

Brother

Sister

Reasons for preference 1 (please state here)

Preference 2 Name of UTC or Studio School

Borough the school is in/DfE no.

Postcode

Please give details of any brother or sister* already attending the Studio School/UTC.

First name

Surname/family name

Brother or sister's date of birth

Brother

Sister

Reasons for preference 2 (please state here)

Preference 3 Name of UTC or Studio School

Borough the school is in/DfE no.

Postcode

Please give details of any brother or sister* already attending the Studio School/UTC.

First name

Surname/family name

Brother or sister's date of birth

Brother

Sister

Reasons for preference 3 (please state here)

Preference 4 Name of UTC or Studio School

Borough the school is in/DfE no.

Postcode

Please give details of any brother or sister* already attending the Studio School/UTC.

First name

Surname/family name

Brother or sister's date of birth

Brother

Sister

Reasons for preference 4 (please state here)

*Brothers and sisters includes half brothers and sisters, step brothers and sisters and adopted brothers and sisters who share the same home.

Section 3: Children in public care

Is the child looked after or was the child previously looked after and now adopted or subject to a residence or special guardianship order, immediately following having been looked after? (please tick box)

Yes

No

If yes, please state the local authority with whom the child is/was in care and provide documented evidence confirming the legal status of the child.

Section 4: Parent/carer details

Title

Mr

Mrs

Miss

Ms (please tick box)

First name

Surname/family name

Relationship to child

Mother

Father

Step parent

Foster parent

Other

If you have ticked other, please explain what your relationship is with the child

Home telephone number

Daytime telephone number

Mobile telephone number

Email address

Section 5: Checklist

- My child's permanent address is in the borough of Southwark
- I have ranked in strict preference order the UTC/Studio Schools I wish to apply for
- I have completed all the sections on this form
- I have read carefully all the admissions criteria for each UTC/Studio School that I have listed in section two
- I have enclosed supporting evidence if I have included a reason for my preference in section two
- I have completed any supplementary forms for schools that require them, and returned them directly to the schools
- I will return this form to the address below by the closing date of **Tuesday 31 October 2017**
- I would like to receive a receipt to confirm that this application has been received by Southwark Council's school admissions team and have attached a stamped self addressed envelope
- If my child has a statement of special educational needs, I understand that there is a separate school admissions process and have contacted Southwark Council's special educational needs and disabilities team on 020 7525 4278 for further advice**

Data protection

Information you provide when applying for a school place will be entered into a computerised database. Your information is protected by the Data Protection Act 1998, which ensures it can only be used for defined purposes and may be passed only to specific people. The defined purposes are:

- (i) Administering the admissions process as set out in the 'Starting secondary school' brochure
- (ii) Preventing fraud or other criminal offences or to ensure the safety of a child

The people who may receive the information are:

- a) The current school (if any)
- b) The school to which the pupil is to be admitted
- c) Other admission authorities, so as to ensure they can carry out their role in the coordinated admissions process
- d) Any organisation legitimately investigating allegations of fraud, other criminal offences or child protection
- e) Independent appeals panels should you decide to appeal the offer of a school place

Declaration and signature of parent/carer

I certify that I have parental responsibility for the child named in section one, that the information I have provided is true to the best of my knowledge and that this is the only Southwark application I have completed for my child. I understand that if I have given false or deliberately misleading information on this form, the supporting papers (or both) or withheld any relevant information, the offer of the school place may be withdrawn. Please note that by submitting this form you are deemed to have accepted the policies of each school that you have applied to as set out in each school's prospectus.

Signature of parent/carer

Date

D	D	M	M	Y	Y
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Return the fully completed form by the closing date of Tuesday 31 October 2017

School admissions team (4th floor), Hub 2, children's & adults services, Southwark Council, PO Box 64529, London SE1P 5LX

Tel: 020 7525 5337 Email: schools.admissions@southwark.gov.uk