Points to Note

Sunderland Local Authority (LA) operates a co-ordinated admission scheme with other admission authorities within the city (i.e. RC & CE Aided Schools and Academies) and Free Schools and with neighbouring LAs, including Durham, Gateshead and South Tyneside.

You can submit only one application for consideration, which should include preferences for Aided schools, Academies, Free Schools and schools in other authorities. You may express up to three preferences. If any of your preferences are for a school other than a Sunderland Community or CE Controlled School, then we will contact the appropriate admission authority of that school to enable a decision to be made on your application. If you live in Sunderland we will notify you of this decision on the 'offer day' 16 April 2014.

If you live outside Sunderland but apply for schools within Sunderland, then your 'home' LA will notify you about the outcome of your application on their published date.

In respect of admissions for September 2014, Sunderland LA will operate an 'equal preference' system. All Community, Voluntary Aided, Voluntary Controlled Schools, Academies and Free Schools will consider all preferences equally. This means that all applications will be considered against the school/academy's admission criteria, no matter whether they are 1st, 2nd or 3rd preferences.

Therefore you need to consider very carefully which school/academy you wish to apply for and only list schools that you would like to be considered.

Voluntary Aided Schools (VA) and Academies and Free Schools

You need to be aware that other admission authorities, e.g. Voluntary Aided (Roman Catholic & Church of England) Schools, Academies and Free Schools have different admission policies and admission criteria to Community and CE Controlled schools in Sunderland, which decides how they will offer places. There are sixteen VA Primary schools, six Academies and one Free School in Sunderland who may operate different admission policies. Details of their respective admission policies can be found in the booklet. You will need to consider the admission policy for any VA school, Academy or Free School you express a preference for, in order to determine what system and criteria each individual school will use to consider your application.

Late applications

If you return your application form after **15 January 2014**, your application will be considered as 'late' and you should be aware that this **will** reduce your chance of gaining a place at the school that you want.

Address

When considering an application for a school place, only the address of the Parent/Legal Guardian will be taken into account. You should be aware that each Admission Authority reserves the right to seek proof of address and to withdraw an offer of a place, if any inaccurate information or address is given on the application.
If you change your address after the submission of your form you must contact us immediately to let us know. We may ask you for proof of address if necessary.

Receipt of Application

Please make sure that you are given a receipt when you hand in your application form.

Advice

A telephone number for help and advice about the application process for all schools are listed on the front of this form. For advice on the admission policy of Community or CE Controlled schools in Sunderland you can ring the same number.

If you require advice and guidance about how the admission criteria/policy of a particular Voluntary Aided school or Academy or Free School or school in a neighbouring LA relates to you then you will need to contact the respective school or LA directly.

You can seek advice from neighbouring LAs on the following contact telephone numbers:

- Durham 03000 265 896
- Gateshead (0191) 433 2775/2757
- South Tyneside (0191) 424 7706/7767

The information you have given us will be used to manage the allocation of your child's school place as fairly and efficiently as possible. We will use this information mainly to allocate school places but where the law requires us to, we share your information (or anonymous statistics obtained from it) with other local authorities with whom the child may become associated, the DFE and other officers in Children's Services. For further details please read **Your guide to data protection,** (www.sunderland.gov.uk/schoolmeals/councilrole-homepages/data-protection-foi-councilrole-homepage.asp), write to the School Admissions Team or call 0191 561 1425.

Please remember to sign and date your Application Form

Counter fraud work, Data Protection and Fair Processing Notification
This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share the information with other bodies responsible for auditing or administering public funds for these purposes.

For Office Use Only	R _____	A _____	F _____

cs12606

Application Form

for Admission to Infant/Junior/Primary School Academic Year 2014/2015 (e.g. Reception + Y3 in Junior School in September 2014 ONLY)

Sunderland City Council

Only complete this form if you live within the Sunderland Local Authority area (i.e. if you pay your Council Tax to Sunderland City Council)

It is important that you read the 'Admission to Primary Schools - Academic Year 2014/2015' booklet **before** completing your application. You should also read the notes at the back of this form.

You can apply for a place online at www.sunderland.gov.uk/admissionsonline

Alternatively you must return this form either to your child's Nursery/Infant/Primary School, who will forward it to us on your behalf, or to any of the council's Customer Service Centres. Or alternatively post it to the School Admissions Team, Children's Services, Sandhill Centre, Grindon Lane, Sunderland SR3 4EN. It is the parent's/carer's responsibility to ensure that the council receives the application by **15 January 2014.**

If your application is received after 15 January 2014, your application will be considered as 'late' and you should be aware that this **will** reduce your chance of gaining a place at the school that you want.

If you have any queries please contact the Customer Service Network on 0191 520 5553.

Section A

In the space below, please write in **order of priority** which school(s) you would prefer your child to go to even if the school is not in Sunderland.

	Name of School(s)
1.	
2.	
3.	

If you have listed a Voluntary Aided (RC or CE) School in one or more of the spaces above, you must also complete Section B of this form.

I do not want my child to go to any Local Authority School, as my child will be going to a private school which is: _____ School.

I confirm that the information given is, to the best of my knowledge, correct. I understand that if I have given any false information, you may withdraw the school place you have offered me.

Your Signature _____ (Parent/Carer) Date _____

Your full name (Please print) _____

Signature of Person with parental responsibility/Social Worker where this is not the carer

_____

Name of Child:	
Date of Birth:	**Male** ☐ **Female** ☐
Address:	
Post Code:	
Telephone Number:	
Current School or Nursery:	

If you change your address you must let us know immediately as this may affect the school place offered.

Please indicate your relationship to the child by ticking one of the following:

Parent ☐ Legal Guardian ☐ Foster Carer ☐ Social Worker ☐

Other ☐ Please state _____

Is your child in Public Care i.e. looked after by a Local Authority? YES ☐ NO ☐

If yes, which Local Authority? _____

Is your child previously looked after but now adopted? YES ☐ NO ☐

Is your child subject to a residential order or special guardianship order? YES ☐ NO ☐

Please give the name of Social Worker _____

Does your child have a Statement of Special Educational Need (SEN)? YES ☐ NO ☐

Is your child going through the Formal Strategy Assessment (FSA) Process? YES ☐ NO ☐

Does the child's parent work at the school you are applying for? YES ☐ NO ☐

If so, what is the parent's name? _____

Reasons for preference (including any SEN, medical/psychological reasons)

You may describe any exceptional medical/psychological reasons for stating a particular school. However you **must** also attach supporting evidence from the professional dealing with the case (e.g. Doctor, Psychologist, Social Worker, etc.). Please continue on a separate sheet if necessary. If you need any further information, please contact the School Admissions Team.

Is there an older sibling (see booklet for definition of sibling) that will still be attending school in September 2014?
Yes ☐ **No** ☐ If yes, please give details below:

Name of Sibling	Date of Birth	School Attending in September 2014

Section B

Only complete this section if one or more of the schools listed in Section A is a Voluntary Aided (RC or CE) School. If you are applying for a place in a Voluntary Aided School, you should consider their admission criteria outlined in the booklet. You should include a copy of your child's Baptism certificate and/or letter of support, if required by the school(s).

Name of Child:
Date of Birth:
Religion: (Please indicate) RC/CE/Other (Please state)
Date and place of baptism/rite of initiation:
Name of Parent(s):
Religion of Parent(s):
Name of parish in which you live:
Name of parish church attended (if different from above):
Reasons for applying to a Voluntary Aided School? (continue on separate sheet if necessary) Have you included any supporting evidence with your application? YES ☐ NO ☐ If YES, please indicate Baptism Certificate ☐ Letter of Support ☐ Other ☐ please specify: .....
If you are applying for a place at Benedict Biscop CE Academy, are you applying for a Church Place? **Yes** ☐ **No** ☐ (please indicate)

Your Signature _____ Date _____