

# SCHOOL APPLICATION FORM

## Application for reception - September 2024

Please complete or amend the shaded sections of the form only. Please complete in block capitals in blue or black ink.

We may contact you from time to time by text or email regarding your application. This information **will not** be used by third parties outside of Manchester City Council.

|                 |                      |          |                                    |                      |
|-----------------|----------------------|----------|------------------------------------|----------------------|
| Child's name    | Forename:            | Surname: | UID                                | <input type="text"/> |
| Child's address | <input type="text"/> |          | Use this code if you apply online. |                      |
| Current school  |                      |          | Date of birth                      | <input type="text"/> |
|                 |                      |          | Gender                             | <input type="text"/> |

### Applicant details

| Title                               | Initial              | Surname              | Telephone            | Email                |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/>                | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Address (if different from child's) |                      |                      |                      |                      |
| <input type="text"/>                |                      |                      |                      |                      |

### Names of preferred schools and their postcode

Do not include independent schools. You can state more preferences by attaching a separate sheet.

| 1st                  | Postcode             |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| 2nd                  | Postcode             |
| <input type="text"/> | <input type="text"/> |
| 3rd                  | Postcode             |
| <input type="text"/> | <input type="text"/> |

Please tick any of the following reasons applicable to each of your preferences.

|  | 1st                      | 2nd                      | 3rd                      |
|--|--------------------------|--------------------------|--------------------------|
| Distance ( <i>home to school</i> )                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sibling ( <i>provide details below</i> )                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Medical ( <i>supporting information must be provided</i> ) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Religion or faith ( <i>state denomination</i> )            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Single sex school  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Social ( <i>provide details overleaf</i> )                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Sibling details

Sibling means a brother or sister who lives at the same address, including adopted and foster brothers and sisters, who attend the preferred school when they take up the place (but not in the sixth form).

| Name of sibling      | School               | Year group           | Date of birth        |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**Closing date: 15 January 2024**

|  |     |                          |    |                          |
|--|-----|--------------------------|----|--------------------------|
| Is your child baptised Roman Catholic?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Is the child currently or have they previously been Looked After by a local authority (in care)?*                      | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Do you or your child have special social or medical needs which means that they can only attend one particular school? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Does your child have an Education, Health and Care Plan?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Is the child subject to a private fostering arrangement?*  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

**Other relevant circumstances**

Include any further information you consider relevant to support your preferences. Continue on additional sheets if necessary.

**Parent or carer declaration**

I declare that all the information I have provided is true. I understand any school place offered because of fraudulent or intentionally misleading information may be withdrawn.

|                       |                                |
|-----------------------|--------------------------------|
| Signature             | Date                           |
| Print name            | Title (Mr, Mrs, Ms, Miss etc.) |
| Relationship to child |                                |

**What to do next**

Return this form to **School Admissions, Manchester City Council, PO Box 532, Town Hall, Manchester M60 2LA** or email [school.admissions@manchester.gov.uk](mailto:school.admissions@manchester.gov.uk). Within 14 days you will receive a confirmation email to show your application has been received. If after 14 days you have not received the confirmation please telephone the admissions team as your application may not have been received.

**Important notes**

**\*Looked After Children (LAC)**

Looked after children are children who are looked after by a local authority. Children who were previously looked after by a local authority are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

**\*\*Private fostering arrangement**

Private fostering is a private arrangement made usually between the parent or carer and another adult who is not a close relative (eg grandparent, brother or sister, uncle or auntie - full or half blood or step parent) where the parent or carer has made arrangements for the child or young person to live with and be cared for by that adult. Such an arrangement is not 'an informal care arrangement' and would be considered to be 'private fostering' where the child is under 16, or 18 if they are disabled, and the arrangement lasts, or likely to last, for 28 days. The Local Authority should be notified of all such arrangements. If you have informed us of a private fostering arrangement on the application form your details will be shared with other LA services.

**Why not apply online instead?**

You can apply online at [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions). Applying online means that you will receive email notification of the school your child is allocated a day earlier than people who apply by a paper application.

**If you apply online you do not need to complete this application form as well.**

**Has your address changed?**

If your address is different from the address shown on this application form please amend your address. You must also provide proof of your new address. Please attach a copy of your council tax bill and a recent utility bill to this application form.

**Data Protection**

The information provided on this application form will be used to ensure that the council's records are correct. It may also be shared with other agencies and service providers to ensure that your child receives an appropriate service. For further information, please see the council's privacy notice at [www.manchester.gov.uk/privacy](http://www.manchester.gov.uk/privacy).

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