

# APPLICATION

**FOR A LANCASHIRE SECONDARY SCHOOL PLACE**

**FOR PUPILS PLACED OUT OF COHORT IN**

**PRIMARY SCHOOL**

**Before completing this form** please ensure you have read the document *"Summer-born children - deferring or delaying school entry"* on the LCC website [www.lancashire.gov.uk](http://www.lancashire.gov.uk)

**Once completed you should return this form to** your local Area Education Office at the address shown at the end of this form.

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| **1. CHILD'S DETAILS** | | | | | | |
| First **Name(s)** |  | | | Legal **Surname** |  | |
| Date of Birth | | day\_\_\_\_ / month \_\_\_\_\_/ year\_\_\_\_\_ | | **Male** **Female** | | Academic Year for **which the place**  **is requested** |
| Normal Home Address (The address & postcode at which the child normally lives for the majority of the school week.) | | |  | | | |
| Name and address of current primary setting: | | |  | | | |
| **Telephone number of primary setting.** | | |  | | | |
| **Contact name /email address at primary setting.** | | |  | | | |

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| **Have you applied to be included in the current admission round?** | Yes No |

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| **2. YOUR DETAILS** | |
| Name(s) of parents/carers |  |
| Relationship to child |  |
| Email address (we will use this to acknowledge receipt of your application) |  |
| **Home/Daytime telephone number** |  |
| Alternative telephone number **(e.g. mobile)** |  |

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| **3. YOUR SCHOOL PREFERENCES**  We will ask these schools for their views. Please note that if agreement is given to defer admission there is no guarantee of a place at these schools in the future admissions round and your application will be considered in accordance with the school's admission policy.  A copy of this form will be provided to them.  ***For the purpose of this request only, please list schools in alphabetical order.*** | | |
| Full name and postcode of school 1 |  |  |
| **Full name and postcode of school 2** |  |  |
| **Full name and postcode of school 3** |  |  |

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| **4. YOUR REASONS FOR SEEKING TO DEFER ADMISSION FOR YOUR CHILD**  **Please explain your reasons for wanting to defer your child's admission to Year 7.** |
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| **5. SPECIAL EDUCATIONAL NEEDS** | | | | |
| **Does your child receive any additional support in school?** | Yes |  | **No** |  |
| **Was your child born prematurely?** | **Yes** |  | **No** |  |
| **If 'yes', please provide your child's due date** | **day\_\_\_\_\_\_ / month \_\_\_\_\_\_\_\_\_\_/ year\_\_\_\_\_\_\_\_\_\_** | | | |
| **Does your child hold an Education, Health and Care Plan (EHC)? \*** | **Yes** |  | **No** |  |
|  | **Undergoing assessment** | | | |
| **If 'yes' or 'undergoing assessment', please give details of the local authority involved and/or provide contact details of the SEN team officer.** |  | | | |

***\* EHC Plan*** *is a document written by the local authority detailing the needs that a child has in learning at school, and the measures which the school will take to help them. The admission of children who already have EHC plans will be managed by the SEND/Inclusion team and this application will be passed to them.*

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| **6. PROFESSIONAL ADVICE** | | | | |
| **Have you sought the comments of the primary setting that your child currently attends?** | **Yes** |  | **No** |  |
| ***If 'yes' please give details of who the comments are from and attach the educational advice you received\*\**** |  | | | |
| **Have you sought any medical advice regarding your child's readiness for Year 7?** | **Yes** |  | **No** |  |
| ***If 'yes' please give details of who the comments are from and attach the educational advice you received\*\**** |  | | | |
| **Have you sought any other professional advice regarding your child's readiness for Year 7?** | **Yes** |  | **No** |  |
| ***If 'yes' please give details of who the comments are from and attach the educational advice you received\*\**** |  | | | |

***\*\* Please ensure the documents are current and on official, letter-headed paper***

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| **7. PARENTAL DECLARATION** | |
| * I certify that I have parental responsibility for the child named in Section 1. I wish to defer my child's application to secondary school because they are currently out of cohort, for the reasons set out above. * I confirm that the information I have provided is to the best of my knowledge correct and up to date. I understand if I give any false or deliberately misleading information on this form and/ or supporting papers or withhold any relevant information, this may affect my child's application. * I understand that if a deferred admission is agreed, this does not guarantee that my child can enter any of the schools I have listed as preferences as this will depend on the application of admission rules in the future admission round. * I hereby authorise the Council and/or any schools listed above to contact my child's current or previous primary setting. * I have attached all the information referred to with my application.   **IMPORTANT NOTE - PARENTS ARE ADVISED TO COMPLETE ALL SECTIONS OF THIS FORM AND ATTACH ANY EVIDENCE, AS APPROPRIATE. INCOMPLETE APPLICATIONS WILL BE RETURNED TO YOU AND THIS WILL DELAY THE PROCESSING OF YOUR APPLICATION.**  **THIS FORM, AND THE SUBSEQUENT DECISIONS TAKEN, ARE RELEVANT ONLY TO THE SCHOOLS STIPULATED ON THIS APPLICATION.** | |
| **Signature of parent/carer:** | day\_\_\_\_\_\_ / month \_\_\_\_\_\_\_\_\_\_/ year\_\_\_\_\_\_\_\_\_\_ |

**Information supplied will be used for registration purposes under the Data Protection Act 1998**.

**APPLICATIONS WILL NOT BE CONSIDERED RETROSPECTIVELY**

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| **Please send your completed form to your local Area Education Office:** | |
| **NORTH AREA**  If you live in Lancaster, Morecambe, Wyre or The Fylde | Pupil Access Team North  PO Box 100  County Hall  Lancashire County Council  PRESTON Lancashire  PR1 0LD  [pupilaccessteam.north@lancashire.gov.uk](mailto:pupilaccessteam.north@lancashire.gov.uk) |
| **SOUTH AREA**  If you live in Preston, South Ribble,  West Lancashire or Chorley | Pupil Access Team South  PO Box 100  County Hall  Lancashire County Council  PRESTON Lancashire  PR1 0LD  [southadmissions@lancashire.gov.uk](mailto:southadmissions@lancashire.gov.uk) |
| **EAST AREA**  If you live in Burnley, Hyndburn / Ribble Valley,  Pendle or Rossendale | Pupil Access Team - East  PO Box 100  County Hall  Lancashire County Council  PRESTON Lancashire  PR1 0LD  [pupil.accesseast@lancashire.gov.uk](mailto:pupil.accesseast@lancashire.gov.uk) |