

# Common Application Form (CAF) Primary School Admission September 2019



Doncaster  
Council

School Stamp and Initials

Date

Time

Please complete in CAPITALS and BLACK INK

Home Addresses are routinely checked and places may be withdrawn if a false address has been given.

## Section 1 Your Child

First Name \_\_\_\_\_ Legal Surname \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Male  Female   
Name of Present School \_\_\_\_\_ Start Date at Present School \_\_\_\_\_  
Child's Home Address \_\_\_\_\_  
Postcode \_\_\_\_\_

Tick this box if your child has a  
Statement of Special Educational Needs or  
Education, Health and Care Plan (EHCP)

SEN Statement/ECHP

Tick this box only if your child is:

*Note: If the child is currently in Public Care,  
this form must be signed by their social worker.*

Currently in Public Care

Previously in Public Care

\*see overpage

Name of Local Authority currently responsible for the child \_\_\_\_\_

## Section 2 Your Details

Mr/Mrs/Ms/Miss/Other \_\_\_\_\_ First Name \_\_\_\_\_ Surname \_\_\_\_\_  
You are the child's Mother  Father  Other – please specify \_\_\_\_\_  
Daytime Contact Telephone \_\_\_\_\_ Email \_\_\_\_\_  
Your Home Address (if different) \_\_\_\_\_  
Postcode \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

If this is less than 6 months, please give details of your previous address (including move dates):  
\_\_\_\_\_

List any other properties which you own/rent, and reasons why you are not applying under this address:  
\_\_\_\_\_

## Section 3 Details of Siblings who will be attending a preferred school in September 2019. (Include pupils attending a junior school.)

Name of sibling \_\_\_\_\_ Date of Birth \_\_\_\_\_

School name \_\_\_\_\_

Name of sibling \_\_\_\_\_ Date of Birth \_\_\_\_\_

School name \_\_\_\_\_

## Section 4 Preferences you can list up to three schools and must rank them in order.

1st Preference School \_\_\_\_\_

2nd Preference School \_\_\_\_\_

3rd Preference School \_\_\_\_\_

**PLEASE TURN OVER AND SIGN THE FORM**

**Section 5 Additional Reasons** can be given for your preferences below

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**Section 6 Declaration**

I certify that the information on the form is correct.

I confirm that all other persons with parental responsibility have been contacted and have agreed to the transfer request. I also confirm that to my knowledge, there are no applications before the courts by a parent, or someone claiming to be a parent etc, disputing the child's residence or which school they should attend.

I have read and understood the admissions procedure set out in the *Admission to Primary School* booklet.

Parent/Carer Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Carer Full Name (please print) \_\_\_\_\_

**Child in Public Care**

Social Worker Name (Please print) \_\_\_\_\_

Social Worker Signature \_\_\_\_\_

The Council collects and uses the information you provide on this form in order to provide your child with a school place. This is necessary to carry out our statutory functions in accordance with the School Admissions and Appeals Codes and School Standard and Framework Act 1998, therefore, if you do not provide this information we will be unable to provide this service. For a list of the organisations we will share your information with, please see our privacy notice at [www.doncaster.gov.uk/services/the-council-democracy/privacy](http://www.doncaster.gov.uk/services/the-council-democracy/privacy) If you have any queries regarding the processing of your information you may contact the Council's Data Protection Officer [information.governance@doncaster.gov.uk](mailto:information.governance@doncaster.gov.uk)

**REMEMBER TO HAVE THE RECEIPT COMPLETED.**

**YOU MUST KEEP THE RECEIPT AS PROOF THAT YOUR APPLICATION HAS BEEN RECEIVED.**

**OFFICE USE ONLY**

Ent: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_ SIB: Y/N & Yr Gp: \_\_\_\_\_

Pref 1: Crit: Decision: 1. Previous Apps: \_\_\_\_\_

Pref 2: Crit: Decision: 2. CAS: \_\_\_\_\_

Pref 3: Crit: Decision: 3. Allocated: \_\_\_\_\_

AIF

BapCert

SuppLet

None

## APPLICATION FORM NOTES

### Section 1 Your Child

Are they or have they been in public care? Answer, Yes, if they are or have been in the care of a local authority.

### \*Child Previously in Public Care

Children previously in public care because they were adopted or became subject to a residence order/child arrangement order or special guardianship order. Parents/carers will need to submit documents that show this.

### Section 3 Older Siblings

Sibling definitions can be found in the Admission to School booklet.

### Section 4 Preferences

You are advised to read the *Admission to Primary School* booklet before completing this section. Please be aware that in the event of you not receiving an offer of a place at a preferred school, the Council will not be held responsible where a place was not offered as a result of an error made by you because you did not read the *Admission to Primary School* booklet.

### Section 7 Declaration

You should be aware that if a child is offered a place at a school on the basis of false or intentionally misleading information provided by you, then the offer of the school place may be withdrawn.

If your child is attending the school on this basis, the sibling criterion will not apply to future applications.

## GENERAL INFORMATION

The closing date for receiving applications is **15 January 2019**

### Applying for a Church School in Doncaster

You should also complete the additional information forms as follows:

- The green form is for Church of England Schools.
- The yellow form is for Catholic Schools.

### Applying for a Church School outside Doncaster

You should contact the school to ask for a copy of their additional form.

You can also get a copy from the Local Authority where the school is located.

Other Local Authority contact details can be found in our booklet at Appendix 5.

### Completed Application Forms should be returned to

Your child's present school if in Doncaster, or

Doncaster Council, School Admissions Team, Civic Office, Waterdale, Doncaster DN1 3BU.

Please note that the completion and return of this form does not guarantee a place in any of your preferred schools.

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## RECEIPT – SCHOOL OR COUNCIL TO COMPLETE AND SIGN

Primary Common Application Form 2019

School/Council Stamp

Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Date received \_\_\_\_\_

at \_\_\_\_\_ School

Signed \_\_\_\_\_ Name – please print \_\_\_\_\_

**You must keep this completed receipt as proof that your form has been received.**

**Decisions will be posted to parents on 16 April 2019**

**No decisions will be given over the phone.**