

# CAPF (SECONDARY)

Admission to Secondary School to start Year 7 in September 2010

Please read the notes carefully before completing this form.

Please complete in CAPITAL LETTERS

If your child attends an Oxfordshire primary or junior school, please return this form via the school office at that school.

Otherwise please post to:

School Admissions Team, County Hall,  
New Road, Oxford, OX1 1ND

Office Use Only	
Date Received	
EMS <input type="checkbox"/>	

Closing date for Form

## 2 NOVEMBER 2009

### SECTION 1: Child's details

Legal Surname		First Name			
If your child is known by a different surname, please state it here		Middle Names			
Address			Male or Female		
			Date of Birth		
			Day	Month	Year
	Postcode				

Your child's current Primary or Junior school			
Does your child have a Statement of Special Educational Need?	YES/NO	If so, which Authority maintains this Statement?	
Is your child 'looked after' by a Local Authority?	YES/NO	If so, please give the name of your child's social worker and the Authority	
Does your child have a disability as defined in the Disability Discrimination Act (1995) as amended?	YES/NO	Please give the nature of your child's disability	
Are you moving into Oxfordshire as a new posting as Service or Crown Servant personnel?	YES/NO	If so, please give date of your move	

### SECTION 2: Your details

Name(s) of parents / carers living at home address above	Mr/Mrs/Miss/Ms/Other		
Relationship to child			
Email address			
Daytime telephone number		Alternative telephone number (e.g. mobile)	

Name of other adult with parental responsibility	Mr/Mrs/Miss/Ms/Other	Forename	Surname
Home address (if different from above)			Postcode
Relationship to child		Contact telephone number (if appropriate)	

Child's Name	
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### SECTION 3: Your preferences

Please write the names of up to three schools you would like your child to attend in the section below. Put the school you would most like your child to attend first in the list. If you are listing schools in Oxfordshire, you need to give the code number for the school (found next to the school's details in the 'Moving On' booklet).

First Preference School			School Code No.	Office Use
If your child has any older brothers or sisters attending this school, please give their name(s) and date(s) of birth here	Name		Name	
	DoB		DoB	

Second Preference School			School Code No.	Office Use
If your child has any older brothers or sisters attending this school, please give their name(s) and date(s) of birth here	Name		Name	
	DoB		DoB	

Third Preference School			School Code No.	Office Use
If your child has any older brothers or sisters attending this school, please give their name(s) and date(s) of birth here	Name		Name	
	DoB		DoB	

### SECTION 4: Church (voluntary aided) schools [optional]

The information in this section may be useful to your application if you have listed any church (voluntary aided) schools in Section 3.

My child is of the following faith/denomination	
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I attach a supplementary information sheet for a voluntary aided school. YES / NO

I attach a copy of my child's baptismal certificate YES / NO

### SECTION 5: Other information [optional]

You can give reasons for the preferences you have listed in Section 3. These can include philosophical reasons or those relating to your religion or that of your child	

### SECTION 6: Declaration

Please note that, if you deliberately give false information, we may withdraw your child's offer of a school place

I have read and understand the 'How to fill in..' notes. All the information I have given on this form is correct to the best of my knowledge. I understand that I am giving my consent that Oxfordshire County Council can process the information in this form for educational purposes and can share it with other agencies and admissions authorities for educational purposes. I understand that Oxfordshire County Council will keep this information securely.

Signature		Date	
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# HOW TO FILL IN THE COMMON ADMISSIONS PREFERENCE FORM (CAPF)

These explanatory notes are provided to help you complete the form correctly.

## Section 1: Child's Details

The 'Legal Surname' is the one on your child's birth certificate, adoption certificate or change of name deed poll. If your child uses a different surname on a day-to-day basis then you can enter that in the box below marked '*If your child is known by a different surname, please state here*'.

Fill in your child's first name, middle names (if any), gender and date of birth.

It is important that your address and postcode are correct because of the admissions rules for many Oxfordshire schools.

**The address on the CAPF (Secondary) should be the child's address at the time of application. Changes of address which occur after 2 November 2009 but before 23 November 2009 can be taken into account if proof of this change is provided (see below). It is essential that you notify the Admissions Team of any change to your address which occurs before 1 March 2010. Where children spend time with parents at more than one address then the address given on the form should be the one that they live at (i.e. sleep at) for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses then this should be declared in writing and signed by all parties with parental responsibility. We may ask for proof of the living arrangements (i.e. a court decision) and we may ask for confirmation of an address you have given. To confirm your new address we need one of the following:**

- **A solicitor's letter advising contracts have been exchanged (if the property is being purchased);**
- **A copy of a tenancy agreement (if the property will be rented). If this tenancy agreement comes to an end before September 2010 then we may query this;**
- **A copy of your Council Tax Bill showing the same name(s) as in Section 2 of the CAPF (Secondary).**

**We may also ask for proof from HM Revenue & Customs, Child Benefit Division or Tax Credits Division. Such correspondence must pre-date the application you have made.**

**If a place has been obtained on the basis of a fraudulent or intentionally misleading application (for example, a false claim to residence in a designated area which effectively denied a place to a child with a stronger claim), Oxfordshire County Council reserves the right to withdraw the offer of the place. This is in line with Paragraphs 1.50 and 1.51 of the School Admissions Code of Practice (February 2009) published by the Department for Children, Schools and Families which states:**

Once an offer of a school place has been made it is only reasonable for an admission authority to withdraw that offer in very limited circumstances. These may include when a parent has failed to respond to an offer within a reasonable time or the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim to residence in a catchment area) which effectively denied a place to a child; or where a place was offered under co-ordination by the local authority, not the admission authority, in error. If a parent has not responded to the offer of a place within a reasonable time, the admission authority **must** remind the parent of the need to respond within a further seven days and point out that the place may be withdrawn if they do not. [1.51] A school **must not** withdraw a place once a child has

started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child had been at the school **must** be taken into account, for example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term. Where a place is withdrawn on the basis of misleading information, the application **must** be considered afresh, and a right of appeal offered if a place is refused.

The full School Admissions Code of Practice can be found at: <http://www.dcsf.gov.uk/sacode>

Please fill in your child's current school and then answer the four further questions in this section:

*Does your child have a Statement of Special Educational Need?*

A very small number of children in Oxfordshire have a Statement of Special Educational Need. This is a special document written by the local authority detailing the difficulties that a child has in learning at school, and the measures which the school will take to help them. If you do not know if your child has a Statement of Special Educational Need then you should leave this question blank.

*Is your child 'looked after' by a Local Authority?*

Some children are cared for by a Local Authority, and a Social Worker will act as parent for the child. If your child has a Social Worker then please write their name in the box next to this question.

*Does your child have a disability as defined in the Disability Discrimination Act (1995) as amended?*

You can find the 1995 Act at: <http://www.opsi.gov.uk/acts/acts1995/19950050.htm>  
If you think your child has a disability as defined in this Act then you should give details in the space provided. You can use Section 5 if you need more space. The Local Authority will take note of any information you bring to its attention. However, this information will only affect your child's priority for a school place, if this disability affects your child's mobility or access to school.

*Are you moving into Oxfordshire as a new posting as Service or Crown Servant Personnel?*

Children of UK Service personnel (HM forces) or other Crown Servants must be treated as meeting the residency criteria for a particular area even if no house is currently owned in that area once proof of the posting has been provided. If you are moving into Oxfordshire as a result of a military or other government posting then you should answer 'yes' to this question and provide a moving date in the space provided. It would be advisable to attach proof of the posting, if available, to the application.

## **Section 2: Your details**

The first part of this section should be completed with the details of all of the parent(s)/carer(s) living at the address shown in Section 1 who have parental responsibility for the child named in Section 1.

The second part of this section is optional. Please give details of any other adult who has parental responsibility for the child named in Section 1.

The Government defines parental responsibility thus:

If the parents of a child are married to each other or if they have jointly adopted a child, then they both have parental responsibility. This is not automatically the case for unmarried parents.

Having parental responsibility means that you have the right to make important decisions about your child's life in areas like medical treatment and education.

According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the mother or has acquired legal responsibility for his child. Living with the mother, even for a long time, does not automatically give a father parental responsibility.

Further information can be found at: <http://www.direct.gov.uk/en/Parents/ParentsRights>

If you give details of any other adult with parental responsibility living at a different address, Oxfordshire County Council will write to them with information about the school allocated to the child named in Section 1. They will be advised to contact this school if they want to be kept informed about the child's progress at school.

### **Section 3: Your preferences**

In the space above the preference boxes please enter your child's first name and surname again. This will enable us to keep track of your form if it is on two sheets of paper.

You can list up to three schools that you would like your child to attend in this section. These schools can be in Oxfordshire or anywhere else in England. If you list a state school outside Oxfordshire then we will pass details of your application on to the local authority which maintains that school.

You should put the school that you most want your child to attend as **First Preference**. Please enter the school's code number (if the school is in Oxfordshire) or the school's postcode (if the school is outside Oxfordshire).

If your child has an older brother or sister who will still be attending one of the schools you have listed in September 2010 then please give their details (name and date of birth) in the space provided. A brother or sister is defined as a brother, sister, half-brother, half-sister, step-brother or step-sister living at the same address as the child whose details are in Section 1.

### **Section 4: Church (voluntary aided) schools, Foundation schools and Academies [optional]**

You only need to complete this section if you have listed a church (voluntary aided) school or a Foundation school or an Academy as one of your three preferences in Section 3.

The Governors of church (voluntary aided) schools, Foundation schools and Academies decide which children will be offered places. They may find the information in this section useful in assessing who should be offered places at their schools. The admissions rules for church (voluntary aided) schools, Foundation schools and Academies are shown in brief in the "*Moving On*" booklet. They can be found in full on Oxfordshire's website:

<http://www.oxfordshire.gov.uk/admissions>

There is a space for you to write your child's faith or denomination. Information about yours or your child's religious affiliation is defined by the Data Protection Act 1998 as "sensitive personal data". You must give explicit consent for Oxfordshire County Council to collect this information and process it for the purposes of an application for a school place. See Section 6 for further information about the Data Protection Act 1998 and the collection of personal data and sensitive personal data.

If you are applying for a place at a church (voluntary aided) school or a Foundation school, that school may have an additional form which you should also fill in to complete your application. If you are not sure if you need to fill in a supplementary form then you should contact the school concerned.

Some schools require proof that your child has been baptised. If you are sending in a baptismal certificate then please delete "no" on the form and attach the certificate. If you are sending an original baptismal certificate and want it back then please tell us this.

## **Section 5: Other information [optional]**

You can use this section to give any extra information or reasons for your preferences which is not covered elsewhere on the form.

## **Section 6: Declaration**

Please read the Terms & Conditions carefully, tick the box, then sign and date the form.

By ticking the box and signing the form you have given your explicit consent to Oxfordshire County Council to collect personal data and sensitive personal data on you and your child for the processing of your application for a school place. You have also given your explicit consent to Oxfordshire County Council to disclose your personal data and your sensitive personal data to other agencies and admissions authorities (third parties) for the purposes of processing your application for a school place.

By ticking the box and signing the form, you have also confirmed that the information you have provided is accurate to the best of your knowledge. Oxfordshire County Council will store your personal data and sensitive personal data securely.

The above is in accordance with schedules 2 and 3 of the Data Protection Act 1998.

A full copy of the Data Protection Act 1998 can be found at:

<http://www.opsi.gov.uk/acts/acts1998/19980029.htm>

## **What to do next**

If your child attends an Oxfordshire primary or junior school, YOU ARE ADVISED TO return the completed form to the school office at that school. Your child's current school will forward the form on to us. You should ask the school to supply a receipt for the form.

If your child attends a school outside Oxfordshire or an independent school please return the form to:

School Admissions Team  
Children, Young People & Families Directorate  
County Hall  
New Road  
Oxford  
OX1 1ND

We strongly advise you to enclose a stamped, self-addressed envelope or postcard so that we can acknowledge receipt.

**The deadline for receipt of CAPF (Secondary) forms is: 2 November 2009.**

**It is very important that your form is received by this date, otherwise it will be considered as a late application.**