

This form **must** be returned by **31 October 2025**

Please email a scanned/photographed copy to school.admissions@gloucestershire.gov.uk. Alternatively, you can post it to Co-ordinated Admissions, Education Planning & Infrastructure, Shire Hall, Westgate Street, Gloucester, GL1 2TP

Proof of postage cannot be accepted as proof of delivery. It is the responsibility of the parent to ensure we receive this application form.

CHILD'S DETAILS		PERMANENT HOME ADDRESS
SURNAME		If you have recently moved please attach proof of your new address If you are moving house , please also give your new address and your moving date. You will also need to provide proof of this new address.
FIRST NAMES		
MALE/FEMALE		
DATE OF BIRTH		
CURRENT SCHOOL		DATE OF MOVE:
Is the child in care of a local authority or fostered under an arrangement made by a local authority? Or if they became subject to an adoption, residency order or special guardianship order, were they in local authority care immediately prior to this? If so, please evidence this.	Yes/No	If 'Yes', please give the name of the local authority and the name and phone number of the social worker below: And where necessary, provide relevant proof.

Please ensure these details are correct and you are using your child's current, permanent home address. If you are moving house and your child's permanent home address changes, you must contact us at the time of your move and be able to provide proof of this new address in the form of the completion letter or long-term tenancy agreement.

Please be aware that if you move house after the closing date (**31 October 2025**) and/or we receive proof of your new address after this closing date, we will not be able to update your child's address for allocation purposes and your child's school allocation will be based on the child's previous address and our records updated for correspondence purposes only.

Preferred Secondary School

Please list up to five schools below in preference order for your child. You must name all of your school preferences on this form even if you are requesting a school in another Local Authority.

If you live outside Gloucestershire and wish to apply for a place in this county, please apply through your local authority.

Name of school	Reason for preference
1 st preference	
2 nd preference	
3 rd preference	
4 th preference	
5 th preference	

Additional Information

If your child has a **sibling** (a child's brother or sister, please see booklet for full definition) who will be attending one of your preferred schools in September, please give details below:

Name of school	Sibling name	Sibling date of birth	Current year group
Sibling address			

Does your child have an **Education, Health and Care Plan**? Yes No

Does your child have a **medical, physical or psychological** reason or any other specific need that can only be catered for by your preferred school? If so, please send supporting evidence directly to the school. Yes No

Have you selected any of these schools on the basis of your **faith**? If so, please contact the school to ensure they have the information required. Yes No
Please also state which faith.....

Is your child a member of a **Service or Crown Servant family**, who are returning/moving to a Gloucestershire address to take up duties? If so, please provide proof of posting. Yes No

Do you wish for an email confirming that we have received your form? Yes No

Notes:

You should read the Secondary School Information and Guidance Booklets before submitting your form. They are available at: www.gloucestershire.gov.uk/education-and-learning/school-admissions/

Late applications will not be considered until after allocation day, 02 March 2026. Therefore, it is essential that you return this form or apply online by the closing date of 31 October 2025.

Please ensure the details are correct and it is your child's **permanent** home address; **NOT** the address of a business, a relative, a friend, a child-minder, a temporary address or an address to which you hope to move to.

The majority of children are not eligible for free transport assistance. If not, transport will need to be organised and paid for by parents/carers. Details of the transport assistance policy is available on the following webpage: www.gloucestershire.gov.uk/transport/school-transport/

Details of school open days/evenings can be found on each school's website.

If you have any questions, please contact Co-ordinated Admissions on school.admissions@gloucestershire.gov.uk or 01452 425407.

I confirm that I have parental responsibility for the child I am applying for. I have read, and understand, the information contained in the Secondary School and Academy Guidance booklet.
I declare that the information contained in this application is true and I am aware that failure to provide accurate information may result in the child's offer or placement being withdrawn in accordance with paragraphs 2.12 and 2.13 of the Schools Admissions Code and also s84 of the School Standards & Frameworks Act 1998.

Parent/Carer Name: _____ Mr/Mrs/Miss/Ms

Relationship to child: _____

SIGNATURE: _____ Date: ____/____/____

Home telephone number: _____ Mobile number: _____

Email address: _____

Data Protection Act. Any personal information you give us is held securely and will be used only for the purposes outlined in the privacy notice. In accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 we must inform you of how we use this information for the purposes of School Admissions, in line with our responsibilities. For further information on how we use this information please view our Privacy Notice which can be found online at www.gloucestershire.gov.uk/council-and-democracy/data-protection/service-specific-privacy-notices/