

# Application form for Transfers 2025

**Closing date: midnight, 31 October 2024**

This application form is for age-phase transfer to middle, secondary or high school in September 2025.

## Guidance on completing this form:

- Use this form if your child lives in Newcastle. If your child lives in another local authority, you must apply to that council for their reception class place.
- You can apply for a place in any state school or academy, including faith schools and schools in other local authorities. You cannot apply for an independent school on this form.
- Complete all the boxes on the form that are relevant to your application. Answer the questions truthfully and accurately.
- Provide any supporting evidence within the timescales requested
  - Faith evidence should be sent directly to the school requested;
  - Other evidence should be sent to the Local Authority.

## Before you apply:

- Read our admissions guidance at [www.newcastle.gov.uk/admissions](http://www.newcastle.gov.uk/admissions).
- Read the admission policy for each of the schools that you are interested in to understand how places are allocated and any evidence you need to provide. Look at the information about how places were allocated last year to see how likely it is that your child will be offered a place.
- You may apply for up to four schools (your “preferences”). Use all four preferences to increase the chances of being offered a preferred school.

## How we use your data:

- We will process your application in line with Newcastle City Council’s data privacy notice available at <https://www.newcastle.gov.uk/local-government/access-information-and-data/open-data/privacy-notice>.
- We will share information with other agencies as necessary and lawful to ensure your child receives an appropriate service.
- If you have any concerns about how we use and share your information, please contact [admissions.information@newcastle.gov.uk](mailto:admissions.information@newcastle.gov.uk)

## Where to get further help and advice

- Online at [www.newcastle.gov.uk/admissions](http://www.newcastle.gov.uk/admissions)
- Email at [admissions.information@newcastle.gov.uk](mailto:admissions.information@newcastle.gov.uk)
- Phone 0191 278 7878 lines are open between 9.00 am and 2.30 pm
- Staff in Customer Service Centres and schools can help you complete the form.

**Return this application form (along with any supporting evidence) by midnight, 31 October 2024 to:** Newcastle City Council, Access Admissions & Attendance Service, Civic Centre, Barras Bridge, Newcastle upon Tyne NE1 8QH.

Make sure you get **proof of posting** and use the correct postage. We do not accept any responsibility for lost documents sent by post. You must include a stamped addressed envelope with the paper form if you want a receipt.

If handing the form into a school, please ask for a receipt.

**Please enter your child's details:**

Surname \_\_\_\_\_ First name \_\_\_\_\_

Date of birth \_\_\_\_\_(day/month/year) Gender Boy  Girl

Current (permanent home) address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Current school \_\_\_\_\_

If you are moving, please provide your child's new address and date of move: \_/ \_/ \_

\_\_\_\_\_ Postcode \_\_\_\_\_

Is your child in Local Authority Care (looked after) Yes  No

If yes, which local authority looks after your child? \_\_\_\_\_

Was your child previously looked after and immediately afterwards adopted or made the subject of a child arrangements order or special guardianship order, or was your child adopted outside England?

Yes  No

(If yes, submit evidence of the order with your application.)

**Please enter your details:**

Your title (for example, Mr, Mrs, Miss) \_\_\_\_\_

Surname \_\_\_\_\_ First name \_\_\_\_\_

Current address (if different from child) \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Mobile phone \_\_\_\_\_ Home phone \_\_\_\_\_

Email address \_\_\_\_\_

What is your relationship to the child? (for example, mother) \_\_\_\_\_

Do you have parental responsibility for this child? Yes  No

**Applicants are expected to adhere to any Court rulings that determine which carer has the legal authority to make an application.**

We will only discuss this application with the named applicant unless you provide the name of another person you allow us to discuss it with. This may be the person who helped you complete the form:

Title (Mr, Mrs, Miss) \_\_\_\_\_ Surname \_\_\_\_\_ First name \_\_\_\_\_

Organisation \_\_\_\_\_

## School preferences

- List your preferences in ranked order (1 to 4) with the school you most want named as Preference 1. If we can offer a place at more than one school, we will allocate the school you listed highest.
- Tick the boxes below to tell us the reasons why you have applied. **If you tick any boxes, you must submit supporting evidence before the deadline of 31 October for it to be considered.** The specific evidence required will be explained in the school admission policy.

<p><b>School Preference 1:</b></p> <p>School: _____</p> <p><b>Reasons for applying:</b></p> <p>(1) Medical <input type="checkbox"/></p> <p>(2) Faith (please indicate which):</p> <ul style="list-style-type: none"> <li>• Catholic <input type="checkbox"/></li> <li>• Church of England ..... <input type="checkbox"/></li> <li>• Other _____ <input type="checkbox"/></li> </ul> <p>(3) Parent employed at school <input type="checkbox"/> Parent's name _____</p> <p>(4) Brother or sister (sibling) link <input type="checkbox"/> Sibling's date of birth* ____ / ____ / ____ Sibling's surname _____ First name _____</p> <p>(5) Other reason <input type="checkbox"/> _____</p> <p>*pick sibling closest in age</p>	<p><b>School Preference 2:</b></p> <p>School: _____</p> <p><b>Reasons for applying:</b></p> <p>(1) Medical <input type="checkbox"/></p> <p>(2) Faith (please indicate which):</p> <ul style="list-style-type: none"> <li>• Catholic <input type="checkbox"/></li> <li>• Church of England <input type="checkbox"/></li> <li>• Other _____ <input type="checkbox"/></li> </ul> <p>(3) Parent employed at school <input type="checkbox"/> Parent's name _____</p> <p>(4) Brother or sister (sibling) link <input type="checkbox"/> Sibling's date of birth* ____ / ____ / ____ Sibling's surname _____ First name _____</p> <p>(5) Other reason <input type="checkbox"/> _____</p> <p>*pick sibling closest in age</p>
<p><b>School Preference 3:</b></p> <p>School: _____</p> <p><b>Reasons for applying:</b></p> <p>(1) Medical <input type="checkbox"/></p> <p>(2) Faith (please indicate which):</p> <ul style="list-style-type: none"> <li>• Catholic <input type="checkbox"/></li> <li>• Church of England <input type="checkbox"/></li> <li>• Other _____ <input type="checkbox"/></li> </ul> <p>(3) Parent employed at school <input type="checkbox"/> Parent's name _____</p> <p>(4) Brother or sister (sibling) link <input type="checkbox"/> Sibling's date of birth* ____ / ____ / ____ Sibling's surname _____ First name _____</p> <p>(5) Other reason <input type="checkbox"/> _____</p> <p>*pick sibling closest in age</p>	<p><b>School Preference 4:</b></p> <p>School: _____</p> <p><b>Reasons for applying:</b></p> <p>(1) Medical <input type="checkbox"/></p> <p>(2) Faith (please indicate which):</p> <ul style="list-style-type: none"> <li>• Catholic <input type="checkbox"/></li> <li>• Church of England <input type="checkbox"/></li> <li>• Other _____ <input type="checkbox"/></li> </ul> <p>(3) Parent employed at school <input type="checkbox"/> Parent's name _____</p> <p>(4) Brother or sister (sibling) link <input type="checkbox"/> Sibling's date of birth* ____ / ____ / ____ Sibling's surname _____ First name _____</p> <p>(5) Other reason <input type="checkbox"/> _____</p> <p>*pick sibling closest in age</p>

## Parental declaration

- I confirm I have parental responsibility for this child and/or the agreement of all persons with parental responsibility.
- I confirm that I have read the relevant admissions guidance and school policies.
- The information I have provided is true and accurate. I understand that the local authority will withdraw the offer of a school place if the information I provide is found to be fraudulent.

Parent or carer signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please submit your child's application and supporting evidence by one of the following:**

Apply online: [www.newcastle.gov.uk/schooladmissions](http://www.newcastle.gov.uk/schooladmissions)

Post to: Admission and Information,  
Civic Centre,  
Newcastle upon Tyne  
NE1 8QH

Email to: [admissions.information@newcastle.gov.uk](mailto:admissions.information@newcastle.gov.uk)

**Please note that you cannot hand in applications or evidence at the Civic Centre.**