

Your ref/Eich cyf:
Our ref/Ein cyf: **AW/ADMGEN**
Date/Dyddiad:

Please contact/Cysyllter â: Kathryn Worwood
Direct line/Llinell uniongyrchol: **01495 766915**
Direct fax/Llinell ffacs: **01495 766904**

Dear Parent/Carer

ADMISSIONS TO SECONDARY SCHOOLS – SEPTEMBER 2018

Preparations are being made for the admission of children to secondary schools in September 2018. In order to allow the Authority to consider the admission of your child(ren) to school, you must submit a written expression of preference.

You must therefore complete the form on the reverse of this letter and return it to your child's present school as quickly as possible and no later than 30 November 2017, by 12pm (noon). You will be notified by Thursday 1st March 2018 as to whether the Authority has been able to comply with your preference.

Parental choice of school will be complied with as far as possible, as long as the choice does not prejudice the provision of efficient education and/or the efficient use of resources.

If there are more applications than places available at any given school the Authority's oversubscription criteria will apply, and in line with Torfaen's admission policy.

Parents wishing their children to attend a Roman Catholic Voluntary Aided Comprehensive School must obtain a separate application form directly from the school concerned. The form overleaf should, however, also be completed and returned to the Headteacher of the child's existing primary school.

A summary of the key admission details is enclosed but if you wish to view a full copy of the Parent/Carers information booklet it is available to download via the Authority's website www.torfaen.gov.uk/en/educationlearning and click on School Admissions. Copies of the booklet are also available to view in libraries, schools, doctors surgeries, customer care offices, leisure centres, but if you would like a hard copy please contact Kath Worwood on the number below. The booklet is intended to answer parents' queries concerning school admissions and includes information about how to access Welsh Medium Education and Denominational Education.

Should you wish to discuss this letter or any issues relating to admissions, please contact Kathryn Worwood on 01495 766915.

Yours sincerely,



Kath Worwood
SENIOR ADMISSIONS AND TRANSFER OFFICER



INVESTOR IN PEOPLE

ADMISSION TO SECONDARY SCHOOL SEPTEMBER 2018- PARENTAL RETURN

FORM SECTION 1 Personal Details

Child's full name Male / Female

Date of birth.....

Child's permanent home addressPostcode.....

Parent's permanent address(if different from the child's).....

(Confirmation of the child's home address must be provided)

Checked by School

Primary school currently attending

Please indicate if your child is of armed forces personnel: Yes No

Please indicate if your child is in a Special Needs Unit at this school: Yes No

Please indicate if your child is subject to a special needs statement: Yes No

Please indicate if your child is currently registered as being in the care of a local authority e.g. Are they fostered or a looked after child or have they ever been? if Yes please state corporate parent:.....

Yes No

Has your child got a medical condition? If yes please provide supporting medical evidence from a consultant, specifying the medical advantage:.....

Yes No

SECTION 2 School Preference

Please indicate below your preferred choice of school(s) in order of preference; you may express more than one preference and give a reason for your preference. Your preferred Schools will be considered equally and you will be offered a place in the most preferred school where a place is available.

1st choice of school..... Reason(s)

2nd choice of school..... Reason(s)

3rd choice of school..... Reason(s)

SECTION 3 Siblings

Will your child have an older brother and/or sister (including step siblings) at any of the school(s) you have listed in section 2 in September 2018 residing at the same address, If so, please specify the child's: (Please note that siblings entering Years 12/13 will not be taken into consideration)

NAME	DATE OF BIRTH	SCHOOL
.....
.....
.....

SECTION 4 Legal Guardian

Are you the child's legal guardian? Yes/No

If 'NO' please confirm details of the legal guardian below and your relationship to the child:

.....

SECTION 5 Declaration

I hereby declare that the information given by me on this form is accurate and complete to the best of my knowledge and I will inform you of any alteration in the particulars given.

The information that you provide will be used to allocate a school place for your child. Torfaen County Borough Council, in fulfilling its data protection obligations, will treat all personal data submitted by you, held manually and / or on a computer database with absolute security and care. Information may be shared with other agencies that are directly involved in the education, health and welfare of school children. The use of personal information is covered by the authorities registration under the data protection act.

FULL NAME PARENT/CARER (PRINT) Miss, Ms, Mrs, Mr

RELATIONSHIP TO CHILD.....SIGNATURE.....

DATETEL. HOMETEL. WORK

PLEASE RETURN TO THE HEADTEACHER OF YOUR CHILD'S PRESENT SCHOOL NO LATER THAN 30 NOVEMBER 2017, BY 12PM (NOON) 