

2018 School place application**Change of address/preference**

You should complete this form to inform us of a change of address or if you would like to change the school/academy preferences on your original application.

Please specify which round your original application is for:

- Transfer to Upper School 2018** (children currently in Year 8)
- Transfer to Secondary School 2018** (children currently in Year 6)
- Transfer to Middle School 2018** (children currently in Year 4)
- Starting School 2018** (children born between 01/09/13 and 31/08/14)

Pupil's Surname: _____

Pupil's First Name(s): _____

Date of Birth ____/____/____

Gender: Male

Female

What changes are you making to your application? (please tick all that apply)

- **Change of Preference**

- **Change of Address**

Change of Preference

Please state below your new preferences you wish to be considered for:

New 1st preference school: _____

New 2nd preference school: _____

New 3rd preference school: _____

Submitting new preferences will override any previous applications/offers made.

You can only have a maximum of three preferences on your application.

If you wish to stay on the waiting list for school(s) at which you have been declined, you must include these in your new order of preferences as the highest preference(s).

Change of address

Previous address (used on application)

Postcode_____

New address

Postcode_____

Date of move_____

Additional Information:
Please use this box for any additional information relevant to your preference schools (e.g. sibling currently attending, child attending feeder school/nursery). Please be aware that we can only use this information in support of the criteria for the school/s you have indicated.

When we will process your change of address/preference

Changes received by the School Admissions Team before the closing date (see below) will be processed as on time, your application will be amended to reflect the changes and these will be considered in the allocation.

If you make a change to your application after the closing date (see below), these changes will not be processed until the late allocation round. Your original application will be processed in the on time allocation as normal, we will write to you with the results of the original allocation on offer day, and the application will not be amended until after this time. The late changes will be processed in the late allocation rounds.

Closing date for Transfer to Upper 2018 / Secondary 2018 applications

– 31 October 2017

Closing date for Starting School 2018 / Transfer to Middle 2018 applications

– 15 January 2018

Declaration

I/we understand

- any previous preferences will be discarded on submission of this form
- if a place can be offered at any of my new preference schools, my original offer will be automatically withdrawn
- if I/we want my/our child to stay on the waiting list(s) for school(s) at which I/we have been declined for I/we need to include this as higher preferences on the form

Name of parent(s) or carer(s) with parental responsibility:

Signature of parent(s) or carer(s) with parental responsibility:

Date: _____

Please return form via post to: School Admissions Team, Central Bedfordshire Council, Watling House, High Street North, Dunstable LU6 1LF or via email: admissions@centralbedfordshire.gov.uk

Data Protection

We will hold the personal details supplied on the application form for the purposes of processing your application for a school place. We will share the information with other relevant teams within the Council and other Local Authority Admissions Teams where necessary. We will safeguard your personal details and these will not be divulged to any individuals or organisations for any other purposes.