

DATE RECEIVED  
FOR OFFICE USE ONLY

# Brent Council's Junior School Common Application Form (CAF)



## Application Form for Junior Transfer

You should complete this form if you wish to apply for a Year 3 junior school for September 2009

# J09

Before completing this form, you should read the 'How to apply' information contained in Brent Council's Primary School Guide 2009, as this will help you to complete the form.

Do not complete this form if you have already applied online.

CLOSING DATE: 27 FEBRUARY 2009

### 1. Child's details **Please use black ink and BLOCK CAPITALS. DO NOT STAPLE THIS FORM.**

Surname/last name

First name

Middle name(s)

Please cross  
Male  Female

Child's exact date of birth  
Day Month Year  
D D M M Y Y

Child's home address

(This must be the address where the child normally lives. If this is different from the Parent/Carer's address given on page 4 of this form, please explain why on a separate sheet of paper. Similarly, if parents share custody, please state this and give both addresses on a separate sheet of paper.)

First line of child's home address

Second line of child's home address

Town/city

County

Post code

Current school Name

DCSF no.

Post code

02390028(61)



## 2. School preferences

PLEASE COMPLETE SECTION 2 ON PAGES 2 AND 3 BELOW BEFORE SECTIONS 3 AND 4 AT THE TOP OF PAGE 3

Please read the guidance notes in Brent Council's Primary School Guide 2009 before attempting to complete this form. Write in capitals and complete all of the required boxes.

- Insert the school DCSF number (available in the guide), postcode and first 21 letters of the school name.
- Enter the details of up to four Brent junior schools you want to apply to.
- List the schools in order of preference.
- Include all state maintained schools and academies, but not private/independent schools.
- Include only schools listed in Brent Council's Primary School Guide 2009.
- If your child has a brother or sister attending a school that you are applying for please remember to include their details.

### Preference rank

1

School name											
DCSF no.				Post code							
Provide details of any brother/sister already attending the school:											
Surname							Brother/sister's gender and date of birth				
First name							Male	Female	Day	Month	Year
							M	F	DD	MM	YY

2

School name											
DCSF no.				Post code							
Provide details of any brother/sister already attending the school:											
Surname							Brother/sister's gender and date of birth				
First name							Male	Female	Day	Month	Year
							M	F	DD	MM	YY

3

School name											
DCSF no.				Post code							
Provide details of any brother/sister already attending the school:											
Surname							Brother/sister's gender and date of birth				
First name							Male	Female	Day	Month	Year
							M	F	DD	MM	YY

4

School name											
DCSF no.				Post code							
Provide details of any brother/sister already attending the school:											
Surname							Brother/sister's gender and date of birth				
First name							Male	Female	Day	Month	Year
							M	F	DD	MM	YY

PLEASE DO  
WRITE IN THIS

Should you wish to supply additional  
provide it on a separate sheet

**3. Children in public care**

Is the child in public care of a Local Authority?  
If yes, please state which Local Authority:

Yes No

If yes, please also provide a letter from the social worker confirming the legal status of the child and the Local Authority with whom the child is in care. The letter should also provide the reasons for the preferences for schools.

**4. Special Educational Needs**

Does your child have a **Statutory Statement** of Special Educational Needs?

Yes No

Reasons for preference

Reasons for preference

Reasons for preference

Reasons for preference

**Reasons for Preference**

If you believe that your child has an exceptional medical or social need that should be considered, include it here. Parents applying under this criterion must provide supporting evidence from a professional e.g. a consultant, doctor, support worker, stating why that school is the most suitable school and the difficulties caused if the child attends another school.

You can also use this box to give your reasons for preferring a particular school, such as a religious or philosophical desire for an all girls' or all boys' school.

**Data Protection Act 1998**

Information supplied will be used for registered purposes under the Data Protection Act 1998. Any information parents provide when applying for a school place will be entered on a computerised database. The information is protected by the Data Protection Act 1998, which ensures the information can only be used for defined purposes and can only be passed to specific people.

The defined purposes are:

- administering the admissions process as set out in the 'How to apply' information contained in Brent Council's Primary School Guide 2009
- preventing fraud or criminal offence or to ensure the safety of any child
- to ensure the council fulfils its statutory obligation to provide every child within the area with a suitable school place

The people who may receive the information are:

- the current school (if any)
- the school to which the pupil is to be admitted
- other admission authorities so as to ensure that parents have provided consistent information and do not hold on to more than one offer of a place
- any organisation legitimately investigating allegations of fraud, criminal offences or child protection

**For Office Use Only**

Address Proofs   
Form Checked   
Checked by \_\_\_\_\_ Date \_\_\_\_\_

NOT  
SPACE  
information, please  
at of paper

## 5. Parent's/Carer's details

Title	<input type="text"/>	Initials	<input type="text"/>					
Surname	<input type="text"/>							
Relationship to child	Mother <input type="checkbox"/>	Father <input type="checkbox"/>	Step parent <input type="checkbox"/>	Foster parent <input type="checkbox"/>	Social worker <input type="checkbox"/>	Other family member <input type="checkbox"/>	Other contact <input type="checkbox"/>	Other relative <input type="checkbox"/>
Home tel no.	<input type="text"/>							
Daytime tel no.	<input type="text"/>							
Mobile no.	<input type="text"/>							
E-mail address	<input type="text"/>							

### Address (if different from child's address given on page 1)

First line of Parent's/Carer's address	<input type="text"/>
Second line of Parent's/Carer's address	<input type="text"/>
Town/city	<input type="text"/>
County	<input type="text"/>
Post code	<input type="text"/>

## Additional Parent's/Carer's details

Title	<input type="text"/>	Initials	<input type="text"/>					
Surname	<input type="text"/>							
Relationship to child	Mother <input type="checkbox"/>	Father <input type="checkbox"/>	Step parent <input type="checkbox"/>	Foster parent <input type="checkbox"/>	Social worker <input type="checkbox"/>	Other family member <input type="checkbox"/>	Other contact <input type="checkbox"/>	Other relative <input type="checkbox"/>

## 6. Declaration and signature of Parent/Carer

### Proof of Address

For schools to apply their admissions criteria it is essential that we are given correct information about the child's home address. If you are a Brent resident you **do not** need to send in proof of address with this application form. We will make checks against other council databases to verify your address. If we are unable to do this we may contact you to seek proof. If you live outside Brent, please send in two proofs of address (as indicated in Brent Council's Primary School Guide 2009) with this application form.

### Checklist

#### Before submitting this application form, please ensure you have:

- Read and understood the 'How to apply' information contained within Brent Council's Primary School Guide 2009
- Checked that you have completed the relevant sections of the form
- Included the DCSF numbers and postcode for each school that you have listed
- Enclosed proof of your address if required (see proof of address above)
- Enclosed any supporting evidence (e.g. letter from consultant/professional in support of the child's social/medical claim)
- Sent any supplementary information forms to any faith schools that requires one
- Only applied for Junior schools in Brent

#### Please ensure you have read through the checklist above before signing this section

- I wish to apply for a place at each of the schools named in section 2, and I have listed these schools in my order of preference
- I certify that I am the person whose details are provided in section 5 with parental responsibility for the child named in Section 1
- I certify that the information given is true to the best of my knowledge and belief. I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn

Signature of Parent/Guardian

Date

The completed Common Application Form should be returned by Friday 27 February 2009 to:  
Brent Council School Admissions Service, Children and Families Department,  
Chesterfield House, 9 Park Lane, Wembley, Middlesex HA9 7RW or using the pre-paid envelope.

Applications received after Friday 27 February 2009 will only be considered after 24 April 2009

**Do not complete this form if you have already applied online.**



02390028(61)