

# S14

## BRENT COUNCIL COMMON APPLICATION FORM FOR SECONDARY ADMISSION IN SEPTEMBER 2014

Closing Date 31st October 2013

### How to complete this Common Application Form (CAF).

- This form has 5 sections. It is important that you complete all sections of the CAF
- Please complete this form using block capitals letters and black ink
- **This form is only for children born between 01/09/2002 and 31/08/2003.** Using this form for children outside of this age group will result in the form being invalid. Please visit [www.brent.gov.uk/admissions](http://www.brent.gov.uk/admissions) to find out the correct way to apply for a school place for a child who is of a different age.
- **Any false or deliberately misleading information given on this form and/or in any supporting information may render this application invalid and can lead to the offer being withdrawn.**

### Section 1: Child's Details

Child's Surname/Last Name

First Name(s)

Child's Date of Birth  DAY  MONTH  YEAR  Boy  Girl

Is this child a twin or triplet or a child of a multiple birth?  Yes  No A multiple birth is the birth of more than one baby from a pregnancy.

First Name  Surname

First Name  Surname

**Child's home address:** This must be the child's permanent address at the time of application. If you change your address later you must tell the Brent Customer Services, Children's Team straight away. You must not use a business address or any address other than the one that the child lives at permanently. We do not require proof of address to be sent in with your application form. Brent Council will check internal council databases in order to verify your address. Where it is not possible to verify your address or you have recently moved we will write to you asking for two proofs of address. Brent Council and/or staff at the school offered reserve the right to check the information you give and to request further proofs of address. If a place is found to have been offered on the basis of an incorrect address, the place will be withdrawn.

Child's home address

Postcode

Your Council Tax Reference  5  -

**Current school:** Does your child currently attend a school?  Yes  No If Yes, please give details below

School name

School address

Postcode:

DfE Code eg 304 2000









Parent/carer 2

Title (please tick relevant box)

Mr

Mrs

Miss

Ms

Other

Surname

First Name

Address

(if different from child's address in Section 1)

Postcode:

Night tel No

Daytime/work tel no

Mobile tel no

Email Address

Relationship to child (please tick relevant box)

Mother

Father

Step Parent

Foster Parent

Social Parent

Other Family Member

Other Contact

Other Relative

Would you prefer us to contact you by; (please tick relevant box)

Home tel no

Daytime tel no

Mobile tel no

Mobile Text message

Email

If the parents/carers live at different address, do they share custody?  Yes  No (please tick as appropriate)

If yes, please give reason(s)

(Please attach a seperate sheet if necessary)

## Checklist - Before returning this form please ensure that you have:

- Checked that your child's address is within Brent.
- Researched thoroughly each school you are interested in. You can do this by reading the prospectus available from the school or the Secondary School 11 + Transfer Guide 2014.
- Completed all relevant sections of this form. Failure to complete this form in full will delay its processing.
- Enclosed any supporting evidence from the family doctor/consultant in support of any social/medical needs.
- Obtained and completed supplementary information forms if applying for a faith school. They should then be returned to the school before the deadline **set by the school** for returning these forms.

- Complete only **ONE** application, either a paper or online application

**The completed Common Application Form must be returned by 31 October 2013**

### By post:

Brent Customer Services  
Children's Team  
P O Box 1057  
Wembley  
HA9 1HJ

### By hand:

Brent Customer Services  
Children's Team  
Brent Civic Centre  
Engineers Way  
Wembley  
HA9 0FJ

Make sure you use the correct postal charge. Brent Council cannot be held responsible for postal delays, lost forms or non receipt of forms. You will receive an acknowledgement within four weeks. Please note that outcome letters are sent out on 16 April 2014 for 'on time' applicants. Common Application Forms received after 15 January 2014 will be late and will not be processed until after 16 April 2014 when offers have been sent to applications received before the closing date.

## Section 5: Declaration and Signature of Parent/Carer

Please ensure that you have gone through the checklist above BEFORE signing this section.

- I have completed **each section** of this form
- I wish to apply for a place at each of the schools named in Section 3, and I have listed these schools in my order of preference.
- I understand that once this form is submitted, after 31st October 2013, no changes to preferences will be permitted.
- I certify that I am the person with parental responsibility for the child named in Section 1.
- I hereby declare that to the best of my knowledge and belief the information given on this form is correct in every respect, and I agree to notify Brent Customer Services in writing of any changes which may arise. I authorise Brent Council to check the details with any relevant body. I agree that the details of my child can be shared with schools in order to secure a school place.
- I authorise Brent Council to obtain such verification as they require and to check internal council databases to verify my address.
- I understand that any false or deliberately misleading information given on the form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn.

**Parent/Carer's Signature**

DAY

MONTH

YEAR

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**Print Parent/Carer's Name**

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**Information supplied will be used for registered purposes under the Data Protection Act 1998**

### 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 Secondary Transfer Guide 2014.
- 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.

## Contact Details

Brent Customer Services

Children's Team

Brent Civic Centre

Engineers Way

Wembley

HA9 0FJ

Email: [school.admissions@brent.gov.uk](mailto:school.admissions@brent.gov.uk)

Website: [www.brent.gov.uk/admissions](http://www.brent.gov.uk/admissions)

Telephone No: 020 8937 3110

**You can also apply online at: [www.eadmissions.org.uk](http://www.eadmissions.org.uk)**

## Secondary School Details

DfE Code	School Name	Address	SIF required	Type of School	Open Evening, Morning or Day	Time
304 5405	Alperton Community School	Ealing Road, Wembley HA0 4PW	No	Academy	Open evening: Wednesday 25 September 2013	6 – 7.30pm
304 6906	Ark Academy	Bridge Road, Wembley HA9 9JP	No	Academy	Open evening: Thursday 3 October 2013 Open mornings: Monday 30 September 2013 Tuesday 1 October 2013 Wednesday 2 October 2013	5pm 9 - 10.30am 9 - 10.30am 9 - 10.30am
304 6905	Capital City Academy	Doyle Gardens, Willesden Green, London NW10 3ST	No	Academy	Open evening: Thursday 26 September 2013 Open mornings: Monday 16 September 2013 Tuesday 17 September 2013 Wednesday 9 October 2013 Thursday 10 October 2013	5.30 - 8pm 9.15 -11am 9.15 -11am 9.15 -11am 9.15 -11am
304 5400	Claremont High School	Claremont Avenue, Kenton HA3 0UH	No	Academy	Open evening: Thursday 26 September 2013	5 - 8pm
304 5404	Convent of Jesus and Mary Language College	Crownhill Road, Willesden NW10 4EP	Yes	Academy	Open evening: Tuesday 17 September 2013 Open week: 23 – 27 September 2013 (please ring for an appointment)	5.30 - 7.30pm 9.30 - 12.30pm
304 5401	Copland Community School	Cecil Avenue, Wembley HA9 7DU	No	Foundation	Open evening: Tuesday 8 October 2013	6pm
304 4033	JFS	The Mall, Kenton, Harrow HA3 9TE	Yes	Voluntary Aided	Open evening: Thursday 10 October 2013	4.15pm
304 5402	Kingsbury High School	Princes Avenue, Kingsbury NW9 9JR	No	Academy	Open evening: Tuesday 1 October 2013	5 - 8.30pm
304 5407	Newman Catholic College	Harlesden Road, London NW10 3RN	Yes	Voluntary Aided	Open evening: Thursday 19 September 2013 Open mornings: Wednesday 25 September 2013 Thursday 26 September 2013 Wednesday 2 October 2013 Thursday 3 October 2013	4 - 7pm 9.15 - 11am 9.15 - 11am 9.15 - 11am 9.15 - 11am
304 5410	Preston Manor High School	Carlton Avenue East, Wembley HA9 8NA	No	Academy	Open evening: Wednesday 2 October 2013 Open mornings: Thursday 3 October 2013 Friday 4 October 2013	6 - 8.30pm 9.30 - 11am 9.30 - 11am
304 5403	Queens Park Community School	Aylestone Avenue, London NW6 7BQ	No	Academy	Open evening: Tuesday 24 September 2013	6pm
304 5406	St Gregory's Catholic Science College	Donnington Road, Kenton HA3 0NB	Yes	Voluntary Aided	Open evening: Thursday 19 September 2013	3 - 8pm
304 6908	The Crest Boys' Academy	Crest Road, London NW2 7SN	No	Academy	Open day: Thursday 26 September 2013 Open mornings: Friday 13 June 2014 Friday 27 June 2014 Friday 11 July 2014	9 - 4pm 9 - 12pm 9 - 12pm 9 - 12pm
304 6907	The Crest Girls' Academy	Crest Road, London NW2 7SN	No	Academy	Open day: Thursday 26 September 2013 Open mornings: Friday 6 June 2014 Friday 20 June 2014 Friday 4 July 2014	9 - 4pm 9 - 12pm 9 - 12pm 9 - 12pm
304 4006	Wembley High Technology College	East Lane, North Wembley HA0 3NT	Yes	Academy	Open evening: Tuesday 17 September 2013	5.30 - 8.30pm
304 9901	Michaela Community School	Arena House, North End Road, Wembley HA9 0UU	No	Free school	Open day: Monday 30 September 2013	4.15 - 5.15pm 5.45 - 6.45pm 7.15 - 5.15pm

For the following schools you need to apply to them directly\*

	Gladstone School	Location is not confirmed	No	Free school*	Open day: Sunday 22 September 2013 Open morning: Monday 7 October 2013 Open evening: Tuesday 15 October 2013	11 - 1pm 9.30 - 11am 6 - 8pm
	Gateway Academy	Location is not confirmed	No	Free school*	Open afternoon: Saturday 21 September 2013 Monday 7 October 2013	2 - 4pm 6 - 8pm