

London Borough of Newham – Children and Young People’s Services

CHANGE OF PREFERENCE FORM

FOR TRANSFER FROM PRIMARY TO SECONDARY SCHOOL IN

SEPTEMBER 2020

- ❖ **ONLY USE THIS FORM IF YOU HAVE ALREADY COMPLETED A PRIMARY TO SECONDARY TRANSFER FORM**
- ❖ Only for the use of residents of the London Borough of Newham.
- ❖ Please carefully read the ‘Starting Secondary School’ Newham Brochure Autumn 2019 edition before completing this form.
- ❖ **Completed form must be returned to Pupil Services, PO Box 69972, London E16 9DG**
- ❖ **Change of Preferences must be received by 31st October 2019 - Change of Preference applications received after this date will be processed as late.**

1. Child’s Details

A. Child’s First Name(s)	<input type="text"/>	Surname/ Last Name	<input type="text"/>
Date of Birth	<input type="text" value="Date/ Month/Year"/>	Boy/ Girl	<input type="text"/>
Child’s Home Address	<input type="text"/>		
	Date moved to this address		Postcode

This must be the address where the child normally lives – see the ‘Moving from Primary to Secondary School’ brochure for definition.

If you have changed address since completing your application form please supply copies of your proof of address as specified below when returning this change of preference form.

Address Proof required	Council Tax Bill (current year) OR Current Housing Benefit Agreement Letter OR Current rent book for Council Housing OR Tenancy Agreement for Council Housing <i>Unfortunately we cannot accept any other forms of proof of address. Please note that not supplying proof may affect the school place that is offered to your child.</i>
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B. Primary School
(please also give address if school is
outside Newham)

School Name:	<input type="text"/>
Address:	<input type="text"/>

Continued Over

2. Secondary School Preferences (New/Revised Preferences)

- A. Please write the name and address of up to SIX secondary schools for which you now wish to apply. **One or more of these can be the same as those named on your original form. At least one school must be different from your previous preferences OR the ranking order of the preferences must be different.**
- B. You must list the schools in the order you prefer them -This is known as ranking.
- C. You must list all schools (not Private schools) for which you are applying. **IF YOU NAME SCHOOLS OUTSIDE OF NEWHAM, YOU MUST APPLY DIRECT FOR ANY SUPPLEMENTARY APPLICATION FORMS THAT ARE REQUIRED.**
- D. Please include the address of each school, the borough or county in which it is located, and the name and date of birth of any sibling (brother or sister) who is on roll now and will be on roll when this child starts school. If you do not name the sibling correctly on this form you child may not get their sibling priority.
- E. Please use the column on the right, **only** if you wish to give reasons for your preference for any school. These might include religious, philosophical or any other reasons. If you think that there are **exceptional** medical or social reasons why your child should attend a particular school, you **must** provide professionally supported evidence with this application form. It is very important that you check the admission criteria of each school for which you are applying to see if priority of admission can be given on this basis. **This does not form part of Newham's admissions criteria.**

Name of secondary school	Borough or County in which school is located	First name, surname and date of birth of any sibling already attending the school *	Reasons for Preferences (Optional – see note E. above). Applications for priority under exceptional medical or social grounds will only be considered if supporting documents from a doctor, social worker or other appropriate professional are attached to your form.
<i>Preference 1</i>			
<i>Preference 2</i>			
<i>Preference 3</i>			
<i>Preference 4</i>			
<i>Preference 5</i>			
<i>Preference 6</i>			

* Sibling normally means a brother or sister, but you should check the admissions criteria of the schools concerned.

3. Declaration and Signature of Parent/Carer

- I wish to change my original preferences at each of the schools named in Section 2, and I have listed these schools in my order of preference
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- I confirm that my preferred schools named on section 2 of this form are my current preferences. Therefore I am withdrawing my application for any schools that I named on any previous forms that are not named on this form. The ranking of my preferred schools on this form is my current ranking and any previous ranking order will be disregarded.
- I certify that I am the person with parental responsibility for the child named above who lives in the Borough of Newham, and 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 and may result in legal action being taken.

Parent's/Carer's
Signature

Date:

Information supplied will be used for registered purposes under the General Data Protection Regulation 2018.

Important Checklist:

Before returning this form, please ensure that you have:

- Read the accompanying notes and the secondary school admissions brochure for the borough or county council in which each school for which you are applying is located.
- Checked that your child's address is within the Borough of Newham and supplied the relevant proof (see section 1)
- Completed all relevant sections of this form.
- If you wish enclose any new supporting evidence (e.g. a letter from the family doctor/consultant in support of any medical claim)
- Completed any supplementary forms that may be required. (Please check the admission arrangements for each school for which you are applying to see if a supplementary form is required).
- Read and understood the declaration in section 3 (If you do not understand please call Pupil Services on 020 8430 2000 and ask for a School Admissions Officer.
- Signed and dated this form.

Please remember we cannot guarantee to offer your child a place at any of the schools you have named as your new preferences on this form. However if we cannot offer your child a place at any of your preferred schools your child's name will be placed on the waiting list for each of the named schools and will remain there until the end of December 2020.

You child will only be removed from any waiting list before the end of December 2020 if:

- a) You change your preferences again and do not name the school.**
- b) We offer you a place at the school you named as your first preference.**
- c) We offer you a place at a school that has been ranked as higher preference.**
- e) You apply in writing to have your child removed from a waiting list.**

You still have a right of appeal for any school where your child has been refused a place, if you have not already appealed and if you lodge the appeal within 14 days of the refusal.