

London Borough of Newham

Change of Preference application Form for transfer from primary to secondary school

for admission in the school year 2024



Only use this form if you have already filled-in a year 7 common application form

- ❖ Only fill-in this form if you live in Newham. If you wish to apply for a Newham school and do not live in Newham, you must list your Newham schools on the application form provided by the council where you live.
- ❖ Please carefully read the 'We Are Going to Secondary School - 2024' e-booklet before you fill-in this form.
- ❖ Information you give will be used for registered purposes under the General Data Protection Regulation 2018.
- ❖ Changes must be received by 31 October 2023. Any changes we receive after this date will be processed as late.
- ❖ Once you fill-in all sections of the form (including the declaration section), email your application to us with any relevant documents we ask for to: schooladmissions@newham.gov.uk.

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

Home address is the address where the child normally lives – see the We Are Going To Secondary School e-booklet on our website for definition of address.

If you have changed address since you filled-in your application form, please send copies to show proof of your address as listed below when sending us this form.

Proof of Address we need:

- Council Tax bill
- Current housing benefit entitlement letter
- Tenancy agreement for your council housing or housing association property or privately rented
- Letter from the National Asylum Support Service (NASS) or Adult or Children's Services Asylum Team

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.

B. Primary or Junior School

(please also give address if the school is outside Newham)

School Name:

Address:

Continued Over

2. Secondary school preferences – New or changed preferences

- A. Please write the name and address of up to SIX secondary schools for which you now wish to apply.
Information on this form must be different to your previous form. Changes can include, your address, schools or the order of the schools.
- 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. **These preferences must include any schools outside of Newham that you want your child to be considered for.**
- 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.

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 – See Note 1 below	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. These reasons do not form part of Newham's admissions criteria.
<i>Preference 1</i>			
<i>Preference 2</i>			
<i>Preference 3</i>			
<i>Preference 4</i>			
<i>Preference 5</i>			
<i>Preference 6</i>			

Note 1: See the We Are Starting Secondary School e-booklet for the London Borough of Newham definition of sibling. Also check the admissions criteria of the schools you are applying for.

3. Declaration and signature of parent or 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
- 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 or carer's details

First name Last name

If you are not the child's mother or father, are you their legal guardian YES / NO (please circle)

Address (if different from child's address given)

Postcode: Your relationship to this child:

Contact number Email

Parent or Carer's
Signature:

Date:

Important Checklist:

Before sending us this form, please confirm that you have:

- Read the We Are Going to Secondary School - 2024 e-booklet and relevant notes 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 Newham and provided the relevant proof if you have changed address (see section 1)
- If you wish, attached any new supporting evidence (e.g. a letter from the family doctor or consultant to support of any medical claim)
- Filled-in any supplementary forms (SIFs) that may be needed. (Please check the admission arrangements for each school for which you are applying to see if any extra documents or SIF is needed).
- Read and understand the declaration in section 3 (If you do not understand please call the School Admissions and Appeals Team on 020 8430 2000 and ask for a School Admissions Officer).
- Filled-in all relevant sections, signed and dated this form.

Once you have filled in all sections of the form (including the declaration section), email your application to us with any relevant documents we ask for to: schooladmissions@newham.gov.uk

Please remember we cannot guarantee your child a place at any of the schools you have named as your new preferences on this form. 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 2024.

Your child will only be removed from any waiting list before the end of December 2024 if:

- a) You change your preferences again and do not list the school on your new application.
- 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.