

# Capital Secondary Application Form

## How to use this form

**This form is an interactive PDF.**

**To complete it please take the following steps:**

- 1** Download the PDF form to your computer and save locally
- 2** Complete the form using Adobe Acrobat, do not complete it in your internet browser. You can download the latest Adobe Acrobat Reader free of charge from the **Adobe website** [↗](#)
- 3** Submit the completed form to this email address:  
**school.admissions@capital.co.tz** [↗](#)

Please note: By saving the PDF form to your computer you can save it periodically meaning you don't need to complete the whole form in one session.

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## Additional information

### Contact details

The Admissions and Access to Education Team are based at Kisasa, Dodoma Municipal, Dodoma.

0655586901

schoolamissions@capital.co.tz

# Capital Secondary In-Year Admission Common Application Form

DATE RECEIVED

OFFICE USE ONLY
YEAR GROUP
PUPIL ID
PWSP
LETTER CODE – ACK

## 1. Details of Child

First name	Child's home address
Surname	
Child's date of birth (dd/mm/yyyy)	Postcode
Gender (select one) Boy      Girl	Name of local authority
	Council tax number

## 2. Details of Parent or Carer

Title	Address (if different from above)
First name	
Surname	Postcode
Relationship to child (e.g. mother, father, etc)	
Home telephone	<b>Other contact (optional)</b>
Work telephone	Full name
Mobile	Relationship to child
Email address (please PRINT)	Mobile
	Email address (please PRINT)

### 3. Children in Public Care

Is your child Looked After by a local authority?

Yes

No

Was your child previously looked after but was then adopted or became subject to a child arrangement order or special guardianship order, or has your child been in state care outside of England and ceased to be in state care as a result of being adopted?

Yes

No

### 4. Background information

Does your child have an Education, Health and Care Plan?

Yes

No

If **YES**, do not complete this form please contact the special educational needs team on 020 7361 3311.

Has your child been permanently excluded from a previous school?

Yes

No

If **YES**, please provide details in the additional information box in section 9 (page 7), including name of school, dates of exclusion and reason for exclusion.

### 5. Educational History

Is your child presently attending school?

Yes

No

#### If YES:

Please provide details of your child's current school

School name

School address

Postcode

Start date (dd/mm/yyyy)

If **NO**, please complete column 2

#### If NO:

Please confirm the details of last school attended and state reason your child is out of school (include details of overseas school if applicable)

School name

School address

Postcode

Start date (dd/mm/yyyy)

Leaving date (dd/mm/yyyy)

Reason for leaving

## 6. School Preferences

You can name up to 6 school preferences from the schools participating in the locally co-ordinated admissions scheme listed in the guidance notes, see page 10. The schools on the list marked with an asterisk \* will also require an additional supplementary information form to be returned directly to the school.

### 1st preference school

Name of school

Local authority

Name of any sibling (brother or sister) attending the school

Sibling's date of birth (dd/mm/yyyy)

Sibling's gender (select one)

Boy

Girl

Reason for application

### 2nd preference school

Name of school

Local authority

Name of any sibling (brother or sister) attending the school

Sibling's date of birth (dd/mm/yyyy)

Sibling's gender (select one)

Boy

Girl

Reason for application

## School Preferences continued

### 3rd preference school

Name of school

Local authority

Name of any sibling (brother or sister) attending the school

Sibling's date of birth (dd/mm/yyyy)

Sibling's gender (select one)

Boy

Girl

Reason for application

### 4th preference school

Name of school

Local authority

Name of any sibling (brother or sister) attending the school

Sibling's date of birth (dd/mm/yyyy)

Sibling's gender (select one)

Boy

Girl

Reason for application

## School Preferences continued

### 5th preference school

Name of school

Local authority

Name of any sibling (brother or sister) attending the school

Sibling's date of birth (dd/mm/yyyy)

Sibling's gender (select one)

Boy

Girl

Reason for application

### 6th preference school

Name of school

Local authority

Name of any sibling (brother or sister) attending the school

Sibling's date of birth (dd/mm/yyyy)

Sibling's gender (select one)

Boy

Girl

Reason for application

## 7. Child who has taken up residence in the UK in last 6 months (optional)

Child's date of entry to the UK (dd/mm/yyyy)

Child's country of origin

Anticipated length of stay

Will your child require English language support?

Yes

No

## 8. Fair Access Admissions

If it is not possible to secure a school place within 6 weeks of registering an in-year application your case may be referred for a placement in accordance with Fair Access arrangements. Further information can be found in the guidance notes on page 8. If it is necessary to make a referral, the Fair Access Panel will need as much information as possible to make an informed decision.

Please indicate if your child (select all that apply):

Is a refugee/asylum seeker

Is homeless

Is a traveller

Is a carer

Is known to the police or is returning from the criminal justice system

Has had attendance problems

Has a disability or medical condition

Is seeking a place in year 11 (see note below)

**Note:** Please note that it is very disruptive to a child's education to transfer to another school during Year 11 and where possible you are advised to avoid such a move. For all year 11 applications you are asked to provide a report from their present or previous school indicating your child's level of achievement and attainment. This information is required to determine the most appropriate educational provision at this stage of their statutory schooling.

## 9. Additional Information – including any medical or social needs

Please use this space to state reason/s for applying for a school place in year.  
If your child has special needs or requirements that the school would need to be aware of please detail below and attach additional evidence if appropriate.

## 10. Declaration

I wish to apply for a place at the schools named and in the preference order listed on this application.

I certify that I am the person with parental responsibility for the child named above 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. I understand that other council services may be consulted in this connection.

Parent's/Carer's signature

Date (dd/mm/yyyy)

**Submit application**

Please click the **SUBMIT** button to send your form by email to: [school.admissions@rbkc.gov.uk](mailto:school.admissions@rbkc.gov.uk) 



# Guidance notes

## For completing the Secondary In-Year Admission Common Application Form

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### 1. Details of Child

Proof of address – The address listed on the form must be the address where your child normally lives. The address of a grandparent, other relative or any person looking after your child during the day must not be used. If you are resident in one of the two boroughs we will seek to check your residence against council tax records.

If you are resident in another borough, or if you are not registered for Council Tax you will need to provide proof of your address with your child's application. Evidence that will be acceptable includes a mortgage/tenancy agreement, recent utility bill in your name (within last 3 months), Child Benefit (if eligible) or Inland Revenue documents.

### 2. Details of Parent or Carer

This section should be completed by the main parent or carer, who has parental responsibility for the child. Optional second contact details can be supplied for cases where the main contact may have difficulty in communicating with the Admissions Team and permission is given to act on their behalf. If there is a dispute as to the main carer due to a separation or Family Court proceedings, the Admissions Team will make a decision based on evidence submitted.

### 3. Children in Public Care

Children in Public Care (Looked After Children) and children who have been adopted or made subject to a residence order or special guardianship order immediately following having been looked after receive priority for admissions to school. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

The child's social worker must submit a letter to the School Admissions Team confirming the legal status of the child and the local authority to which the child is/was in care, quoting the child's full name, date of birth and current address. If your child was adopted from outside the UK, having been in state care please provide evidence available to you – with translations for our consideration.

### 4. Background Information

A child who has an Educational, Health and Care Plan must contact the Special Educational Needs Team or equivalent team in their home authority for guidance on procedures relating to moving schools.

### 5. Educational History

Please ensure that this section is fully completed failure to do so may delay the processing of your application. The Admissions Team reserves the right to contact the previous or current school for further information.

### 6. School Preferences

Please remember you are applying for schools at a time when places have already been allocated, so you will need to be aware that schools that you may prefer, or are closest to your home, may not be able to offer a place. Admissions Officers will be able to offer you guidance on schools that may have vacancies or short waiting lists within the two boroughs and beyond.

If you feel there are exceptional reasons for your child to be considered as a priority on a waiting list for a particular school, you must indicate this in the area provided or in the Additional Information box on part 9 of the form. All requests for priority consideration must be supported by a professional, such as a doctor or a social worker. Please be aware that not all schools have this criterion in their admissions policy.

If your child has a sibling (brother or sister) who is currently on roll at your preferred school you must include their details where requested. The definition of sibling is indicated in the admission criteria for each school. Relatives such as cousins, uncles and aunts are not considered as siblings, even if they are at the same address.

Those schools that are participating in the locally agreed co-ordinated in year admissions scheme are listed in Table 1 on the next page. You can name any of these schools on this Common Application Form. Those schools that also require a supplementary form (SIF) are marked with an asterisk\*. The SIF is available directly from the school.