**APPLICATION FORM (TIPS4 / B)**

**Admission to a Torbay school (in year)**

**Complete this form if you are applying to one or more of the following schools:**

**Primary Schools**

***Brixham:*** *Brixham C of E - Eden Park Academy - Furzeham Primary - Galmpton C of E\**

*St Margaret Clitherow RC\**

***Paignton:*** *Collaton St Mary C of E\* - Curledge Street Academy - Hayes School*

*Kings Ash Academy - Oldway Primary - Roselands - Sacred Heart RC\* - White Rock*

***Torquay:*** *All Saints Babbacombe C of E\* - Cockington Primary - Homelands*

*Preston - Priory RC\* - Queensway RC\* - Sherwell Valley - Shiphay Learning Academy St Margaret’s Academy - St Marychurch C of E\* - Torre C of E\* - Upton St James - Watcombe*

*If you want to apply for Barton Hill Academy, Ellacombe Academy, Ilsham Academy or Warberry Primary, please complete* ***TIPS4 A*** *and send directly to the school*

**Secondary Schools**

***Brixham:*** *Brixham College - Churston Ferrers Grammar School*

***Paignton:*** *Paignton Community & Sports Academy*

***Torquay:*** *Devon Studio School - Torquay Academy - The Spires College (Formally known as Westlands School)*

*If you want to apply for St Cuthbert Mayne RC/C of E School, Torquay Boys’ Grammar School or Torquay Girls’ Grammar School, please complete* ***TIPS4 A*** *and send directly to the school*

**Return your completed TIPS4 B to Torbay Council;**

• **by email to** **pupil.services@torbay.gov.uk** **or**

• **by post to Student Services, 4th Floor South, Tor Hill House**

 **c/o Town Hall, Castle Circus, Torquay TQ1 3DR or**

• **in person to a Connections Office.**

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| **Please read these notes before completing the application form.**1. Please complete all sections on the application form. You will need to complete a separate form for each child.
2. If you are changing address you will need to send proof of residency, e.g. a rental agreement or evidence of exchange of contracts. Applications will not be processed until this evidence is received.
3. If you are applying to transfer school within Torbay, the council will let your child’s current school know about your application. Please let us know if there are any exceptional reasons why we should not do this.
4. You should read the full admission arrangements for your preferred school(s) for details of definitions and for information about how applications will be prioritised. These are available from schools or on Torbay Council’s website; [**www.torbay.gov.uk**](http://www.torbay.gov.uk)
5. If your child attended a school outside the UK, please give us as much detail as you can about their education. The council does not accept applications from children who are not citizens of the European Union or European Economic area countries until they have entered the UK. Evidence of nationality may be required
6. For faith schools marked with an asterisk\* above you should also complete a supplementary information form. You can get this from the school or from Torbay Council’s website; [**www.torbay.gov.uk**](http://www.torbay.gov.uk)

For selective schools, your child will be required to sit a selective test.  |

**Section 1 – about your child**

|  |  |
| --- | --- |
| **Surname/Family name of child** |   |
| **Forename(s) of child** |   |
| **Nationality of child** |  |
| **Date of Birth** |   | **Sex** |   |
| **Current address of child** |   |
| **Future address of child****(if moving)** |   |
| **Date of move to new address** |   |
| **Does your child have a current Statement of Special Educational Need/Education, Health and Care Plan** |  |
| **Please give details of any additional needs your child has that will affect their ability to get to school or to study in school** |  |
| **Is your child in the care of a local authority, adopted after being in care or subject to a Residence Order or Special Guardianship Order?** |  |
| **If so, please give details** |  |
| **Please give names of any siblings living at the same address** |   | **Date of birth** |   |
|  | **Date of birth** |  |
|  | **Date of birth** |  |
| **Is your child currently receiving free school meals?** |   |
| **Are any other agencies involved with your child? If so, please state and give details of support plans etc. that are in place** |   |

**Section 2 – about you**

|  |  |  |
| --- | --- | --- |
| **Your full name** |   | **Mr / Mrs / Miss / Dr** |
| **Relationship to child** |  |
| **Do you have parental responsibility for the child?** | **Yes/No****If you do not have parental responsibility, you cannot apply for a school place** |
| **Your address (if different from the child’s address)** |  |
| **Your future address if moving****(if different from the child’s address)** |  |
| **Home phone no** |  | **Mobile No** |   |
| **Work phone no** |  | **Email** |  |
| **Are you currently serving in UK armed forces and being posted to the area / a****crown servant returning from overseas? If yes, please give details** |  |

**Section 3 – other parents with whom the child normally lives**

|  |  |  |
| --- | --- | --- |
| **Full name** |   | **Mr / Mrs / Miss / Dr** |
| **Relationship to child** |  |
| **Does this person have parental responsibility for the child?** | **Yes/No** |
| **Address (if different from the child’s address)** |  |
| **Future address if moving****(if different from the child’s address)** |  |
| **Home phone no** |  | **Mobile No** |   |
| **Work phone no** |  | **Email** |  |

|  |  |  |
| --- | --- | --- |
| **Full name** |   | **Mr / Mrs / Miss / Dr** |
| **Relationship to child** |  |
| **Does this person have parental responsibility for the child?** | **Yes/No** |
| **Address (if different from the child’s address)** |  |
| **Future address if moving****(if different from the child’s address)** |  |
| **Home phone no** |  | **Mobile No** |   |
| **Work phone no** |  | **Email** |  |

|  |  |  |
| --- | --- | --- |
| **Full name** |   | **Mr / Mrs / Miss / Dr** |
| **Relationship to child** |  |
| **Does this person have parental responsibility for the child?** | **Yes/No** |
| **Address (if different from the child’s address)** |  |
| **Future address if moving****(if different from the child’s address)** |  |
| **Home phone no** |  | **Mobile No** |   |
| **Work phone no** |  | **Email** |  |

**Section 4 – about your child’s current/last school**

|  |  |
| --- | --- |
| **Name and address of current /****last school** |   |
| **School telephone number** |   |
| **Reason for changing school** |   |
| **Have you informed the school of your intention to transfer your child to a different school? If not, please state the reason** |   |
| **For admissions into year 10 or****11, please list subjects being studied (and exam boards if possible):** |   |
| **If your child is currently being home educated, please give details of last school attended and state here when the home education started** |   |

**Section 5 – Fair Access Protocol**

Torbay operates a Fair Access Protocol. This recognises that certain groups

of children may be disadvantaged when they seek admission to a school. The protocol attempts to improve access to education and lessen that disadvantage.

Please tick any boxes that apply to your child: 

|  |  |
| --- | --- |
| **A child from the criminal justice system or a Pupil Referral Unit who needs to be reintegrated into mainstream education** |  |
| **A child who has been out of education for two months or more AND you have been actively seeking a school place for them throughout that time** |  |
| **A child of a Gypsy, Roma, Traveller, refugee or asylum seeker** |  |
| **A child who is homeless (including a child living in a refuge)** |  |
| **A child with an unsupportive family background for whom a place has not been sought** |  |
| **A child who is a carer** |  |
| **A child with Special Educational Needs, a disability or a medical condition but without a Statement/Plan** |  |
| **A child with a child protection plan in place** |  |
| **A child who has been permanently excluded from their last maintained school and is ready for re-integration into an alternative school** |  |
| **A child returning to school following a period of unsuccessful elective home education** |  |
| **Please give details** |

**Section 6 – your preferred school(s)**

**1st preference**

|  |  |
| --- | --- |
| **School name** |   |
| **Reason for preference** |   |
| **Does a sibling attend this school?** |   |
| **If YES, please give name** |  | **Date of birth** |  |

**2nd preference**

|  |  |
| --- | --- |
| **School name** |   |
| **Reason for preference** |  |
| **Does a sibling attend this school?** |   |
| **If YES, please give name** |  | **Date of birth** |  |

**3rd preference**

|  |  |
| --- | --- |
| **School name** |   |
| **Reason for preference** |  |
| **Does a sibling attend this school?** |  |
| **If YES, please give name** |  | **Date of birth** |  |

**Please list any schools you have applied to directly:**

**Section 7 – Agreement/Declaration**

I understand that by completing this form I am expressing a preference for this school but that it does not guarantee a place.

I enclose/attach proof of residency if I am moving to a new address

I confirm that all details given on this application are correct.

Signed Date Electronic submission of this form constitutes confirmation as above.

Information collected and processed by Torbay Council complies and is stored in accordance with the UK Data Protection Act, 1998.

The information you provide on this form will be sued to process your application for a school place. Torbay Council does not rent or sell your personal information to third parties. The only parties that this information may be disclosed to are other council departments, schools and other LAs/Health Authorities. We may also need to disclose information if required to do so by law. In accordance with

the Fraud Act 2006 should the information given be found to be fraudulent then the offer of a school place can be withdrawn. If you want further information about Data Protection, including details of the purposes for which data are processed, please look under the relevant section on the Council’s web pages, or contact the Information Governance Team on 01803 207467. By signing and returning this form, or by submitting it electronically, you acknowledge that you have read, understand and agree to this data processing.