

EDUCATION SERVICE

GWASANAETH ADDYSG

Chief Officer, Education & Lead Director for Children and Young People

Prif Swyddog, Addysg & Cyfarwyddwr Arweiniol ar gyfer Plant a Phobi

lfanc

Dermot McChrystal BA (Hons) PGCE MSSc



Your re/Eich cyf:

Please contact/Cysyllter â

Kath Worwood

Our ref/Ein cyf: AW/ADMGEN

Direct line/Llinell union:

01495 766915

Date/Dyddiad: Date as postmark

Dear Parent/Carer

ADMISSION TO SECONDARY SCHOOLS – SEPTEMBER 2023

Preparations are being made for the admission of children to Secondary Schools in September 2023. In order to allow the Local Authority(LA) to consider the admission of your child(ren) to school, you must submit a written expression of preference.

You must therefore complete the form on the reverse of this letter and return it to your child's present school no later than **23 November 2022 by 12pm (noon)**. You will be notified by **Wednesday 1st March 2023** as to whether the Authority has been able to comply with your preference.

Parental choice of school will be complied with as far as possible, as long as the choice does not prejudice the provision of efficient education and/or the efficient use of resources.

If there are more applications than places available at any given school the Authority's oversubscription criteria will apply, and in line with Torfaen's admission policy.

Parents wishing their children to attend a Roman Catholic Voluntary Aided Comprehensive School must obtain a separate application form directly from the school concerned. The form overleaf should however also be completed and returned to the Headteacher of the child's existing Primary School.

A summary of the key admission details is enclosed but if you wish to view a full copy of the Parent/Carers information booklet it is available to download via the Authority's website www.torfaen.gov.uk/en/education and click on School Admissions. Copies of the booklet can also be obtained by contacting School Admissions on the number below. The booklet is intended to answer parents' queries concerning school admissions and includes information about how to access Welsh Medium Education and Denominational Education.

Should you wish to discuss this letter or any other issues relating to admissions, please contact School Admissions on 01495 766915.

Yours sincerely,

Kath Worwood

ADMISSIONS AND TRANSFER MANAGER

TORFAEN EDUCATION DEPARTMENT

ADMISSION TO SECONDARY SCHOOL SEPTEMBER 2023 PARENTAL RETURN FORM

SECTION 1 PERSONAL DETAILS

Child's legal name.....Male Female

Date of birth.....

Child's permanent home address.....Post Code.....

Parent's permanent address (if different from the child's).....

(Confirmation of the child's home address must be provided)

Primary school currently attending.....

Please indicate if your child is in a Special Needs Resource Base at this School Yes No

Please indicate if your child has a Statement of SEN / LA Individual Development Plan(IDP) / School IDP Yes No

Please specify _____

Please indicate if your child is currently registered as being in the care of a Local Authority e.g Are they fostered or a Looked After Child or have they ever been? If Yes please state the Corporate Parent and the name of the Social Worker Yes No

Corporate Parent/ name of the Social Worker _____

Does your child have a medical condition? Yes No

If Yes please provide supporting medical evidence from a Consultant, specifying the medical advantage for attending a specific school

Please indicate if your child is a Service Child Yes No

(parent(s) currently serving or have served within the past six years in the Army, RAF, Royal Navy or as a Reservist)

SECTION 2 SCHOOL PREFERENCE

Please indicate below your preferred choice of school(s) in order preference. You may express more than one preference and give a reason for your preference. Your preferred schools will be considered equally and you will be offered a place in the most preferred school where a place is available

1st choice of school.....

Reason(s).....

2nd choice of school.....

Reason(s).....

3rd choice of school.....

Reason(s).....

SECTION 3 SIBLINGS

Will your child have an older brother and/or sister (including step siblings) at any of the school(s) you have listed in Section 2 in September 2023 residing at the same address, if so please specify.(Please note that siblings entering Years 12/13 will not be taken into consideration).

NAME

DATE OF BIRTH

SCHOOL

.....

.....

SECTION 4 LEGAL GUARDIAN

Are you the child's legal guardian? Yes No If No please provide details of the legal guardian below and your relationship to the child

SECTION 5 DECLARATION

I hereby declare that the information given by me on this form is accurate and complete to the best of my knowledge and I will inform you of any alteration in the particulars given.

The information that you provide will be used to allocate a school place for your child. Torfaen County Borough Council in fulfilling its data protection obligations, will treat all personal data submitted by you, held manually and/or on a computer database with absolute security and care. Information may be shared with other agencies that are directly involved in the education, health and welfare of school children. The use of personal information is covered by the authorities registration under the Data Protection Act. A privacy notice detailing how we use information about you and how we protect your privacy can be found on our website: www.torfaen.gov.uk.

I can confirm that I have parental responsibility for the pupil and have obtained the agreement of all other persons who have parental responsibility for the pupil to make this application YES/NO (please select)

FULL NAME PARENT/CARER (print) Miss, Ms, Mrs, Mr.....

Relationship to child.....Telephone Number(s).....

Email address.....

Signature.....Date.....