

Application for admission to school in September 2026

The preferred method for application is online. You must read all of the information on our website carefully www.staffordshire.gov.uk/admissions. If you choose not to apply on-line your completed form should be returned to the School Admissions and Transport Service, 1 Staffordshire Place, Tipping Street, Stafford, ST16 2LP **by 31 October 2025 for secondary/high and 15 January 2026 for primary and middle**

CHILD'S DETAILS

Child's Legal Surname: Date of Birth:

Child's Legal First Name: Gender:

Full Postal Address:
(including Postcode)

NB: it is your responsibility to advise the School Admissions and Transport Service immediately if these details change.

Present School:

Please **answer Yes or No** to the following questions:

Is this child in the care of the local authority?

Has the child previously been in the care of a local authority and since been
(or become subject to a residence order or special guardianship order
since being in public care?).

adopted

If 'Yes' to either of the above, please provide Social Worker and Local Authority contact details in the box below:

Is this child from a returning Service/Crown Servant family?

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

DETAILS OF PERSON COMPLETING THIS FORM

Name:

Daytime Telephone Number (s):

Email Address:

Relationship to Child(ren):

If you are caring for someone else's child for more than 28 days and are not an immediate relative you may be private fostering and it is a legal requirement that you contact **0800 111 8007** select option 1, then 3

SCHOOL PREFERENCES

Names of Preferred Schools
(including those not in Staffordshire)

School DFE Number
(see relevant Information for
Parents Booklets)

1st	<input type="text"/>	<input type="text"/>
2nd	<input type="text"/>	<input type="text"/>
3rd	<input type="text"/>	<input type="text"/>

DETAILS OF ANY OLDER SIBLING ATTENDING ANY OF YOUR PREFERRED SCHOOLS

Name of Sibling	<input type="text"/>	Date of Birth	<input type="text"/>
School attending	<input type="text"/>	Current Year Group	<input type="text"/>

PREFERENCES FOR CATHOLIC & CHURCH OF ENGLAND AIDED SCHOOLS ONLY

I have attached additional information required as specified in the admissions criteria of my preferred Catholic or Church of England/Aided School (please tick to indicate documents attached):

Has your child been Baptised a Catholic?

If YES a copy of the baptismal certificate must be enclosed with this form.

If the above information and baptismal certificate are not supplied then it will cause a delay in processing your application and may affect the outcome.

REASONS FOR PREFERENCE

It is important that you read and understand the admissions criteria for each of your preferred school/s. Please remember to attach any additional evidence to support your application if it is relevant and requested in the admissions criteria.

IMPORTANT POINTS TO REMEMBER

- You **must read** all of the information contained within the “**Information for Parents**” **booklet** available from our website or on request very carefully;
- You **must provide** any **supportive evidence** required to assess your application and complete any **supplementary forms** necessary
- You are **strongly** advised to make more than one preference. Failure to do so could have repercussions in terms of the distance your child is required to travel to school.
- **Be realistic** about the schools you apply for. It is recommended that you **include your catchment school** as one of your preferences, as otherwise you **will not** be considered for a place.
- You **must** make an application, even if you have **an elder child** attending your preferred school.
- **The order** in which you the schools is **only used** if you could be offered more than one school. In this case, you would be offered whichever of those schools was highest on your application.
- **Understand** the admissions criteria for each of your preferences, this will enable you to assess what order of priority will be given for each preference.
- You **should** consider how your child **will get to school**, very **few** children are entitled to **free home to school travel assistance**.
- You **must consult** with any other persons who have **parental responsibility** for this child.

YOUR CONSENT:

I agree that the information provided on this application form will be used in accordance with Data Protection Legislation to ensure that the County Council’s records are correct and that my application for school can be processed. It may also be shared with other agencies and services in the Local Authority including; the schools you have requested and are allocated, members of an independent admission appeals panel, child health services, local support teams, other Local Authorities, District Inclusion Panels and any other relevant agencies to ensure that your child and family receives an appropriate service from the County Council. The full Data Protection statement can be found on our website www.staffordshire.gov.uk/admissions

I certify that the information I have provided is true to the best of my knowledge and understand that any false or deliberately misleading information provided on this form and/or supporting papers may render this application invalid and could lead to the withdrawal of an offer of a school place for my child. I also give my consent for the School Admissions to contact relevant agencies in order to validate this application for a school place and to ensure that it is processed in line with relevant legislation.

I give consent to the Local Authority to use and keep my data in relation to this application. Please be aware that if you do not consent to the use and retention of your information it may affect the ability of the County Council to process this application.

Signed: Date:

HELPLINE: If you require any assistance please telephone 0300 111 8007 or email: admissions@staffordshire.gov.uk