

School admissions application form to

## make a change to your preferences or address on an existing application

### When should I complete this form?

You should complete this form only if you need to change your preferences or address on an existing application for a school place that you have made. By completing this form rather than submitting a new application we can match your request to your existing application. You should only complete this form if you have full parental responsibility for the child named below and the existing application is in your name.

The data you provide here will be used by Hull City Council and may be shared with schools and the Department for Education for the purposes of providing for children's education and supporting your child's teaching and learning. For more information on how we use your data, you can view our privacy notice online at [www.hullcc.gov.uk/school-admissions](http://www.hullcc.gov.uk/school-admissions).

We will contact you when we have been able to consider your request, though you are advised to consider the information overleaf before submitting this form.

### What change(s) do you wish to make?

A change to my preferences  please complete both child and parent details below and section A overleaf

A change to my address  please complete both child and parent details below and section B overleaf

### Child's details

Surname	<input type="text"/>	Date of Birth	<input type="text"/>
Forename(s)	<input type="text"/>	Gender	<input type="text"/>
Current School (if applicable)	<input type="text"/>		

### Parent/Carer's details

Please tick this box to confirm you have full parental responsibility for the child named above

Surname	<input type="text"/>	Title	<input type="text"/>	
Forename	<input type="text"/>	Relationship to pupil	<input type="text"/>	
Current Address	<input type="text"/>		Telephone Number	<input type="text"/>
Postcode	<input type="text"/>	Email Address	<input type="text"/>	

Please now complete the sections overleaf with details of the changes you wish to make to your application

## Section A – a change to your preferences

Please first state the preferences on your original application.

original first preference was

original second preference was

original third preference was

You can name up to three schools as preferences and we recommend that you include your catchment school as one of your preferences. If you are applying for a school on the grounds of religion or belief, you may need to also complete a Supplementary Information Form available direct from the school.

new first preference is

new second preference is

new third preference is

## Section B - a change to your address

please state your original address and post code here

please state your new address and post code here

on what date did/will you become resident at this address

**IMPORTANT: You must provide proof of your new residence with this form. Please note that new addresses will only be taken into account if we receive this proof in good time before the relevant deadline for changes to applications. This may mean that changes of address may not take place for primary applications after 12 February, and secondary applications after 09 January. Whilst we will endeavour to make such changes where possible, this cannot be guaranteed, and you therefore may wish to seek our advice before submitting this form.**

Declaration By completing and submitting this application you are confirming that;

- all details provided are correct at the time of application. You must inform us of any changes to your circumstances between now and when places are allocated;
- your child currently resides in Hull. We will not be able process applications for non-residents, who should instead apply to their home Local Authority;
- you currently have parental responsibility for the child named above. If you share this responsibility, you are confirming that all persons with parental responsibility are in agreement regarding this application. We will not be able to process applications where there is disagreement between those with parental responsibility.

Parent/carer signature

Date

**Hull City Council reserves the right to withdraw a school place at any time if the information provided in this application is untrue, misleading, or incorrect in any way.**