

TRANSFER OF PUPILS TO SECONDARY EDUCATION - SEPTEMBER 2025



COMMON APPLICATION FORM (CAF)

Only residents of Kingston upon Hull should complete this form. It is essential that you complete this form (CAF) in ink using block letters for any school (other than independent schools) you are applying for.

Note: Applications received after the **31 October 2024** will be accepted but **not** considered until after applications received before the deadline date. The only exception to this will be as quoted in 'A Guide to Secondary School Admissions in Hull 2025/2026' which is available on the council website.

SECTION A - YOUR CHILD

Name of Child _____

Date of Birth _____ Gender Male* / Female*
*Delete as appropriate

Child's Address _____

Post Code _____

How long have you lived at this address? _____ Council tax reference number _____

If you are moving house please give new address and moving date _____

Note: We may ask you to provide evidence that this is your child's normal family residence. If you move you **MUST** provide evidence of your child's new home address to the admissions team as soon as possible. After applications have been ranked your original address may be used for allocation purposes.

School Currently Attending / Last Attended _____

Parent/Carer Contact Details E-mail _____

Home Tel. No. _____ Work Tel. No. _____ Mobile No. _____

SECTION B – DECLARATION

Name of the parent/carers completing this form (Please complete and sign) *delete as applicable

Title Mr /Mrs /Ms /Miss* Other – please specify _____

First Name _____ Surname _____

Your relationship to the pupil Mother /Father /Carer * Other – please specify _____

Your address if different from child _____

- I declare that all information I have given is correct. I understand that false or fraudulent information may result in my child losing his/her school place.
- I have parental responsibility for the child and I confirm that all other persons with parental responsibility have agreed to the preferences of schools given. I confirm that to my knowledge, there are no applications before the County/Magistrates Courts by a parent or someone claiming to be a parent disputing the child's residence or which school they should attend.
- I understand that the information provided on this form will be processed in accordance with the requirements of the General Data Protection Regulations 2018. I confirm that I have read the privacy notice overleaf.

Signature _____ Date _____

SECTION C – PREFERENCES OF SCHOOL

We strongly advise you state 3 preferences of school and include your catchment or nearest school.

If you name St. Mary’s College as a preference, please complete the supplementary form available from the school or the Hull City Council webside and return it together with your CAF and evidence of Baptism as requested.

If you are applying for **St. Mary’s College, Sirius Academy West or Archbishop Sentamu** under the aptitude criterion you must tick the aptitude box for that preference of school. Details about the test dates can be found on the school’s websites or by contacting the school.

Please note: Although you are asked to give reasons for each preference the Admissions Authority can only apply the reasons if they are part of the published admissions criteria for the school for which the preference is made.

First Preference:

Please tick the reasons you think are relevant to your preference

Live in Catchment **Distance to home** **Aptitude** **Sibling at the school**

Name of brother/sister Date of Birth

Name of brother/sister Date of Birth

Religion or faith. Please ensure that the necessary evidence required by the school is provide

Other exceptional reasons or medical factors (Give full details on following page) You must provide supporting evidence with this application from a supporting agency, or medical professional indicating how the circumstances relate to the school preference.)

Children of Staff Parent is a member of staff that has been employed at the school/academy for two or more years at the time at which the application to the school/academy is made and/or is a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

Second Preference:

Please tick the reasons you think are relevant to your preference

Live in Catchment **Distance to home** **Aptitude** **Sibling at the school**

Name of brother/sister Date of Birth

Name of brother/sister Date of Birth

Religion or faith. Please ensure that the necessary evidence required by the school is provide

Other exceptional reasons or medical factors (Give full details on following page) You must provide supporting evidence with this application from a supporting agency, or medical professional indicating how the circumstances relate to the school preference.)

Children of Staff Parent is a member of staff that has been employed at the school/academy for two or more years at the time at which the application to the school/academy is made and/or is a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

OFFICIAL

Third Preference:

Please tick the reasons you think are relevant to your preference

Live in Catchment **Distance to home** **Aptitude** **Sibling at the school**

Name of brother/sister Date of Birth

Name of brother/sister Date of Birth

- Religion or faith.** Please ensure that the necessary evidence required by the school is provide
- Other exceptional reasons or medical factors** (Give full details below) You must provide supporting evidence with this application from a supporting agency, or medical professional indicating how the circumstances relate to the school preference.)
- Children of Staff** Parent is a member of staff that has been employed at the school/academy for two or more years at the time at which the application to the school/academy is made and/or is a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage

Additional Information If you have ticked the exceptional reasons or medical factors box for any preferred school please provide further details here. Evidence will be required. Please note that not all schools use exceptional circumstances as part of their oversubscription criteria.

EXCEPTIONAL/MEDICAL CIRCUMSTANCES.....

.....

PREFERRED SCHOOL THESE RELATE TO.....

SECTION D – PARTICULAR CIRCUMSTANCES OF YOUR CHILD

Please tick this box only if your child is looked after by the Local Authority

A Looked After Child is a person under the age of 18 who is provided with accommodation by the local authority acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with Section 22 of the Children’s Act 1989.

Please tick this box if your child has been previously looked after by the Local Authority.

A Previously Looked After Child refers to children who immediately after being looked after became subject to an adoption order, a residence order/child arrangement order (under section 8 of the Children Act 1989), or a special guardianship order (under section 14A of the Children Act 1989). Or has your child been in state care outside of England and ceased to be so as a result of being adopted? Children looked after under an agreed series of short term placements (respite care) are excluded.

Please tick this box if your child has been previously looked after out of England prior to being adopted

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Please tick this box only if your child has an Education Health and Care Plan (EHCP)

Please check that you have fully completed all sections of this form

**PLEASE RETURN THIS FORM TO YOUR CHILD’S CURRENT SCHOOL OR
TO; School Admissions Team, 2nd floor The Guildhall, Alfred Gelder Street, HULL HU1 2AA**

If you require any assistance completing this form please ring the Admissions Team on 300 300

Closing Date: 31 OCTOBER 2024

School Admissions Privacy Notice

This notice explains what personal information the council holds in relation to school admissions, how we collect it, how we use it and how we may share that information. We are required to give you this information under data protection law.

The School Admissions Team can be contacted by;

Email; lsadmissions@hullcc.gov.uk

Telephone; 01482 300 300

Post: Room 128, 2nd Floor, Guildhall, Alfred Gelder Street, Hull, HU1 2AA

We collect information in order to allow us to meet our statutory obligations in relation to allocating and managing places in schools in the area.

During our work we may collect the following information;

- Basic information (such as Name, Address, DOB, Gender) about the pupil
- Information about the Special Educational Needs, including medical information of the pupil where this is appropriate
- Details about the religion of the pupil
- Information about the school life (such as attendance, exclusions) of the pupil
- Details of the parent/carer/family members of the pupil
- Details from other council departments e.g. fraud, council tax, social care.
- Any information from services that work or have worked with the pupil.

We will process this personal information in accordance with the following conditions in the GDPR:

- 6(1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject
- 1. School Admissions Code 2014
- 2. School Standards and Framework Act 1998
- 3. School Admissions Appeal Code 2012
- 9(2)(f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.

We will receive information relating to the child we are assessing and their family from, the family themselves, schools and other professional agencies involved with the family.

We may share your personal information with schools, health professionals, police, independent bodies who manage appeals, the council's SEN team, the team responsible for pupil place planning and fraud investigations.

In line with statutory obligations we keep information about admissions for seven years and information relating to appeals for 26 years.

More details about how Hull City Council uses personal information can be found on our website at <http://www.hull.gov.uk/help/oruvact-notice>

If you would like to enquire about how your personal information is processed by us or wish to complain please contact;

Hull City Council

Data Protection Officer

Room 11

Guildhall

Alfred Gelder Street

Hull

HU1 2AA

You also have the right to complain to the regulator –

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Online enquires – <https://ico.org.uk/global/contact-us/emmails/>