LATE HALTON SECONDARY SCHOOL PREFERENCE FORM – SEPTEMBER 2027 INTAKE

If any of your preferences are for schools in other local authorities (LAs) the request will be passed to the relevant LA by Halton Borough Council as per the coordinated admissions arrangements. This form is for application to Year 7 in September 2027. If you are a **Halton resident only,** you should complete this form and send it **preferably by email** to schooladmissions@halton.gov.uk or post it to **School Admissions Team, PO Box 317, Runcorn WA7 9BZ**.

SECTION 1: YOUR CHILD'S DETAILS

Forename:				**Surname:**	
Date of Birth:				**Gender:**	
Name of child's current school:					

YOUR CHILD'S PERMANENT PLACE OF RESIDENCE/ADDRESS AT THE TIME OF APPLICATION

Please note: The local authority and admission authorities perform checks to confirm that addresses used in application are genuine. The address you provide must be the **permanent address** of your child at the time of application. In some cases you may be asked to provide documentary evidence of address. If you move after submitting the application you **must** contact the School Admissions Team to advise. Failure to do so may result in an offer being withdrawn by the admission authority for that school.

House:		**Street:**	
Town:		**Postcode:**	
Please confirm this will be your child's permanent address as of 14th January 2027 (deadline for address changes): (Circle/delete response)		YES	NO

SECTION 2: FURTHER IMPORTANT APPLICATION INFORMATION

(Circle/delete response)

Is your child currently in the care of a local authority, or have they ever been in the care of a local authority prior to being subject to an adoption, residency or special guardianship order (including children adopted from outside of England)?	YES	NO
If 'Yes', please provide the name of the local authority:		
If 'Yes', please provide the dates your child was formally in care:		
Does your child have an Education, Health and Care Plan (EHCP)? (Please check with the SEND team if unsure SENAT@halton.gov.uk)	YES	NO
Are you a returning Crown Servant? (Returning during the application period)	YES	NO

SECTION 3: YOUR PREFERENCE SCHOOL(S) FOR YOUR CHILD

Please name up to three schools in the order you would like to be offered them if successful in application. **Please note:** If only one school is named and you are unsuccessful in application, you may be allocated a school that is not a preference. You may submit additional information regarding your preference reasons on a separate sheet if you wish, however applications can only be considered against the school's oversubscription criteria and only information pertaining to that criteria can be considered.

Preference Order	School Name	Are any of the child's parents a staff member at this school? (Circle/Delete)	
1		YES	NO
2		YES	NO
3		YES	NO

SIBLING CONNECTIONS

Where a sibling will be in attendance at any of the preference schools in September 2027, please provide the following details for the youngest sibling. **Please check with the school's admissions policy for details on who qualifies as a sibling.**

Sibling Name	Sibling Date of Birth	School Sibling Attends

SECTION 4: APPLICATIONS FOR SCHOOLS WITH FAITH-BASED OVERSUBSCRIPTION CRITERIA

If you are applying for a school with faith-based oversubscription criteria (please refer to the school's full Admissions Policy and the Admission to Secondary School 2027 Booklet) you **must** provide a response to the following questions:

Is your child baptised Catholic?	YES	NO
If 'Yes', in which Catholic parish does your child live?		
Is your child christened in the Church of England/Ireland?	YES	NO
If your child belongs to another faith, please state which:		

You may be required by the school to submit additional documentation (a supplementary form) to support your application. It is your responsibility to ensure you complete and return the supplementary form and/or proof of baptism**, directly to the school**. For parents making applications to faith schools, to ensure that the correct oversubscription criteria is assigned to your child's application, the school will contact the church identified above to verify the information provided on this form. If this information is not supplied the school's admissions committee will assign your child the appropriate criteria for 'other children, not of faith'. In completing and submitting this application form you agree that you have understood and consent to this process.

SECTION 5: PARENT/CARER DETAILS

Parent Name:		**Relationship to child:**	
Mobile Number:		**Other Phone:**	
Email Address:			

Are all adults with Parental Responsibility (PR) in agreement with this application? (Anyone with PR can apply but disputes should be resolved before applying for a place for the child)	YES	NO

DATA PRIVACY, DECLARATION AND CONSENT

Halton Borough Council is the Data Controller for the personal information you provide. We collect and hold information about you in order to process your application regarding your child's admission to school as the Local Authority and schools will need this information to ensure the application is considered appropriately. You can view the full privacy notice at **www.halton.gov.uk/privacynotices.**

The Council may verify the information you have provided on this form which could involve contacting other departments of the Council who maintain appropriate records. In instances where the information provided is different to that held by them, they may use the information on this form.

I declare that all the information provided is true. I confirm that I have parental responsibility for this child. I understand that any school place offered on the basis of fraudulent or intentionally misleading information may be withdrawn. I confirm that I have read the Admission to Secondary School 2027 booklet.

Signature:		**Date:**			

PLEASE ENSURE THAT YOU HAVE COMPLETED ALL RELEVANT SECTIONS OF THIS FORM

LATE APPLICATIONS MAY AFFECT YOUR CHANCES OF BEING SUCCESSFUL FOR YOUR PREFERRED SCHOOLS

- Return this form by email to **schooladmissions@halton.gov.uk**
- Or post it to: **School Admissions Team, PO Box 317, Runcorn, WA7 9BZ**
- Halton LA will email/write to you on **1st March 2027** with an offer of a school place
- Don't submit a paper application if you've already applied online