

HOW TO FILL IN THE COMMON ADMISSIONS PREFERENCE FORM (CAP FORM)

These explanatory notes are provided to help you complete the form correctly.

I should use this form if:

I ***live in Oxfordshire*** and my child is already of school age and I want to change to another Oxfordshire school or another school in England

I live in Wales, Scotland, Ireland or outside the UK and my child is already of school age and I will be moving to live in Oxfordshire

I should not use this form if:

I ***live in England but outside Oxfordshire***, will be moving to Oxfordshire in the future, and my child is already of school age and I want a school or schools in Oxfordshire – in this case I should apply via my home local authority for a place at an Oxfordshire school

Section 1: Child's Details

The '*Legal Surname*' is the one on your child's birth certificate, adoption certificate or change of name deed poll. If your child uses a different surname on a day-to-day basis then you can enter that in the box below marked '*If your child is known by a different surname, please state here*'.

Fill in your child's first name, middle names (if any), gender and date of birth.

It is important that your address and postcode are correct because of the admissions rules for many Oxfordshire schools.

The address on the CAP FORM (In Year) should be the child's address at the time of application. Where children spend time with parents at more than one address then the address given on the form should be the one that they live at (i.e. sleep at) for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses then this should be declared in writing and signed by both parents/carers. We may ask for proof of the living arrangements (i.e. a court decision) and we may ask for confirmation of an address you have given. To confirm your new address we need one of the following:

- A solicitor's letter advising contracts have been exchanged (if the property is being purchased);
- A copy of a tenancy agreement (if the property will be rented);
- A copy of your Council Tax Bill showing the same name(s) as in Section 2 of the CAP FORM (In Year).

We may also ask for proof from HM Revenue & Customs, Child Benefit Division or Tax Credits Division. Such correspondence must pre-date the application you have made.

If a place has been obtained on the basis of a fraudulent or intentionally misleading application (for example, a false claim to residence in a designated area which effectively denied a place to a child with a stronger claim), Oxfordshire County Council reserves the right to withdraw the offer of the place. This is in line with Paragraphs 1.50 and 1.51 of the School Admissions Code of Practice (February 2010) published by the Department for Education and Skills which states:

Once an offer of a school place has been made it is only reasonable for an admission authority to withdraw that offer in very limited circumstances. These may include when a parent has failed to respond to an offer within a reasonable time or the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim to residence in a catchment area) which effectively denied a place to a child; or where a place was offered under co-ordination by the local authority, not the admission authority, in error. If a parent has not responded to the offer of a place within a reasonable time, the admission authority **must** remind the parent of the need to respond within a further seven days and point out that the place may be withdrawn if they do not. [1.51] A school **must not** withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child had been at the school **must** be taken into account, for example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term. Where a place is withdrawn on the basis of misleading information, the application **must** be considered afresh, and a right of appeal offered if a place is refused.

The full School Admissions Code of Practice can be found at: <http://www.education.gov.uk>
Please fill in your child's current or most recent school and then answer the six further questions in this section:

Does your child have a Statement of Special Educational Need?

A very small number of children have a Statement of Special Educational Need. This is a special document written by the local authority detailing the difficulties that a child has in learning at school, and the measures which the school will take to help them. If you do not know if your child has a Statement of Special Educational Need then you should leave this question blank.

Is your child 'looked after' by a Local Authority?

Some children are cared for by a Local Authority, and a Social Worker will act as parent for the child. If this child has a Social Worker then please write their name in the box next to this question.

Does your child have a disability as defined in the Disability Discrimination Act (1995) as amended?

You can find the 1995 Act at: <http://www.legislation.gov.uk/ukpga/1995/50/contents>
If you think your child has a disability as defined in this Act then you should give details in the space provided. You can use Section 4 if you need more space.

Does your child have any learning or medical needs?

If your child has any particular needs that would affect their learning at school then you should answer 'yes' and tell us about your child's needs here. You should also enclose information about these needs if you have it.

Have you moved into Oxfordshire as a new posting as Service or Crown Servant Personnel?

Children of UK Service personnel (HM forces) or other Crown Servants must be treated as meeting the residency criteria for a particular area even if no house is currently owned in that area once proof of the posting has been provided. If you have moved into Oxfordshire as a result of a military or other government posting then you should answer 'yes' to this question and provide a moving date in the space provided. It would be advisable to attach proof of the posting if available to the application.

Would your child need extra help at school to learn English as an Alternative Language?

If your child does not speak English as their first language and would need help to learn English then answer 'yes' and list which language or languages your child speaks (e.g. language spoken at home).

Section 2: Your details

The first part of this section should be completed with the details of all of the parent(s)/carer(s) living at the address shown in Section 1 who have parental responsibility for the child named in Section 1.

The second part of this section is optional. Please give details of any other adult who has parental responsibility for the child named in Section 1.

The Government defines parental responsibility thus:

If the parents of a child are married to each other or if they have jointly adopted a child, then they both have parental responsibility. This is not automatically the case for unmarried parents.

Having parental responsibility means that you have the right to make important decisions about your child's life in areas like medical treatment and education.

According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the mother or has acquired legal responsibility for his child. Living with the mother, even for a long time, does not automatically give a father parental responsibility.

Further information can be found at: <http://www.direct.gov.uk/en/Parents/ParentsRights>

If you give details of any other adult with parental responsibility living at a different address, Oxfordshire County Council will write to them with information about the school allocated to the child named in Section 1. They will be advised to contact this school if they want to be kept informed about the child's progress at school.

Section 3: Your preferences

In the space above the preference boxes please enter your child's first name and surname again. This will enable us to keep track of your form if it is on two sheets of paper.

You can list up to three schools that you would like your child to attend in this section.

You should put the school that you most want your child to attend as **First Preference**. If you are applying for schools outside Oxfordshire, please provide the postcode of the school or the school code (sometimes known as the DfE number).

Section 4: Reasons for Request for Admission or Transfer

Please tell us when you want your child to start the new school.

If you are applying for a change of schools because you have moved or will be moving, please tell us more about this. Please provide information about your new address. If possible you should provide confirmation of the new address (see section 1 above for information about what proof of address we accept). If you will be moving out of Oxfordshire, we will send any details in this section and any evidence you attach to the Local Authority responsible for co-ordinating admission to the school(s) you have requested.

Please use the next section below to tell us any other reasons you have for requesting a change of school.

If your child has a brother or sister already attending one of the schools you have listed in Section 3 then please give their details (name and date of birth) in the space provided. A brother or sister is defined as a brother, sister, half-brother, half-sister, step-brother or step-sister living at the same address as the child whose details are in Section 1.

Section 5: Confirmation of Transfer Request

If your child already attends an Oxfordshire school and you are requesting a transfer to a new school and you are not moving to a new address, please indicate if you have discussed the proposed transfer with your child's current school.

Section 6: Schools responsible for their own admissions [optional]

You only need to complete this section if you have listed a school in Section 3 where the Governors are responsible for making decisions on admissions. These are Voluntary Aided, Trust or Foundation schools and Academies.

The Governors of these types of schools decide which children will be offered places. They may find the information in this section useful in assessing who should be offered places at their schools. The full admissions rules for these schools can be obtained direct from the school or found on Oxfordshire's website: <http://www.oxfordshire.gov.uk/admissions>

There is a space for you to write your child's faith or denomination. Information about yours or your child's religious affiliation is defined by the Data Protection Act 1998 as "sensitive personal data". You must give explicit consent for Oxfordshire County Council to collect this information and process it for the purposes of an application for a school place. See Section 6 for further information about the Data Protection Act 1998 and the collection of personal data and sensitive personal data.

If you are applying for a place at a school where the governors will need to make an admissions decision, that school may have an additional form which you must also fill in. If you are not sure if you need to fill in a supplementary form then you should telephone the school concerned.

Some schools require proof that your child has been baptised. If you are sending in a baptismal certificate then please delete "no" on the form and attach the certificate. If you are sending an original baptismal certificate and want it back then please say so on the CAP FORM (In-Year) and provide a stamped, self-addressed envelope.

Section 7: Declaration

Please read the Terms & Conditions carefully, tick the box, then sign and date the form.

By ticking the box and signing the form you have given your explicit consent to Oxfordshire County Council:

- to collect personal data and sensitive personal data on you and your child for the processing of your application for a school place;
- to disclose your personal data and your sensitive personal data to other agencies and admissions authorities (third parties) for the purposes of processing your application for a school place;
- to obtain further information about your child including attendance and/or exclusion data from your child's current school if appropriate.

By ticking the box and signing the form, you have also confirmed that the information you have provided is accurate to the best of your knowledge. Oxfordshire County Council will store your personal data and sensitive personal data securely.

The above is in accordance with schedules 2 and 3 of the Data Protection Act 1998.

A full copy of the Data Protection Act 1998 can be found at:

<http://www.legislation.gov.uk/ukpga/1998/29/contents>

What to do next

If you have printed the CAP FORM (In-Year) please return the completed form to:

School Admissions Team
Oxfordshire County Council – CEF Directorate
County Hall
New Road
Oxford
OX1 1ND

Or by fax to 01865 783198

Please enclose a stamped, self-addressed envelope or postcard if you require a proof of receipt.