Office Use Only:
Student ID:
Received Date:

City of BRADFORD METROPOLITAN DISTRICT COUNCIL

Department of Children's Services

LATE Common Application Form for transfer from Primary to Secondary School in 2027

This form should be completed by parents living in the Bradford Metropolitan District Council area only. If you live outside the Bradford district, you need to contact your own Local Authority. Before you fill in this form, please read carefully the 'Applying for Secondary School' booklet which gives information about the application process. **If the child you wish to apply for has an Education, Health and Care Plan (EHCP), do not fill this form in. You must apply through the SEN Team.**

The closing date was 31 October 2026. Please explain the reason the application was submitted late in this box.

Child's Details

First Name

Middle Name(s)

Legal Surname

Date of Birth (D D / M M / Y Y)

Gender

Child's Home Address

This is where the child lives permanently. Where a child lives with separated parents who have shared responsibility, parents must decide which address to use for the application process and give both parents' details on a separate sheet of paper. Evidence of residency should be sent with this application form.

First Line of Address

Second Line of Address

Town

Postcode

How long has your child lived at this address?

If you have moved recently, you **must** provide a copy of your council tax bill and a minimum of two additional documents from the following: - gas, electricity, phone bill and a child allowance or benefit document in your name or that of your child. You **must** also inform your child's current school of your new address. If you expect to move by September but are still living at your current address when you apply, we can only consider your application from the new address if you provide evidence e.g. proof of completion on your new property and confirmation of the sale or ending of your tenancy agreement for the previous property; or a rental agreement on the new property and confirmation of the sale or ending of your tenancy agreement for the previous property. Further evidence of residency may be requested.

Child's Current School

Current School's Postcode (if known)

Is the child **in the public care** of a Local Authority? Yes ☐ No ☐ If yes, state the Local Authority

Applications for Looked After Children must be made by the child's social worker.

Was the child **formerly** in public care? Yes ☐ No ☐

Only tick yes if the child was previously looked after but ceased to be so because they were adopted (in accordance with the Adoption and Children Act 2002) or became subject to a child arrangements or special guardianship order (in accordance with the Children Act 1989). You will need to send evidence of this to the Admissions Team ASAP.

Exceptional Medical/Social Reasons Some schools give priority to children who have significant medical or social needs which can only be met by a specific school. For this to be considered you **must** provide written evidence from a hospital consultant or paediatrician or a relevant professional for social grounds. The evidence must explain why it is the **only** school that could meet your child's needs. Please read each school's admission policy as not all schools give priority. The evidence may need to be sent directly to the school or to the Admissions Team.

Applicant's Details

Full Name

Relationship to child

Home/Work Phone

Mobile Phone

Email Address

If any other person has parental responsibility for this child, please name them here.

Full Name

Relationship to child

School Preferences

Please write the school name and postcode of the schools for which you are applying. Details are shown in the 'Applying for secondary school' booklet. List them in your order of preference.

- We advise that you use all five preferences and include all your priority area schools. Listing one school several times will not increase the chances of your child being offered a place. You can only appeal for a school you have originally preferenced and go on the waiting list for schools you have originally preferenced or schools with places, after allocation.
- Use the box below to inform us of your child's siblings (brothers and sisters, including half brothers and sisters, stepsiblings, adopted and fostered children living with the family at the same address). Cousins should not be listed as siblings. Provide details of the sibling **who is nearest in age.**
- Please check the Admissions Policy for each of your preferred schools to see if you are required to complete the school's supplementary form. Please see 'Guide for Parents' for details of what is required.
- Due to oversubscription, it is not always possible to offer places at your closest school(s). We advise that you consider the 2026 allocation data published in the secondary school guide for parents available at www.bradford.gov.uk/admissions to determine if you have a realistic expectation of being allocated a place.

1	School name	Postcode
2	School name	Postcode
3	School name	Postcode
4	School name	Postcode
5	School name	Postcode

Sibling's Details

If you have a child who already attends one or more of your preferred school(s), who lives at the same address, and will still attend the school in September 2027, please list them below.

Name	Gender	Date of birth	School in September 2027

Other Reasons for Preference

School	Reason/s

Declaration

I have ranked in preference order the schools I wish to apply for. I consent to Bradford Metropolitan District Council undertaking the work required as part of the admissions/appeals process. I confirm that I have parental responsibility for the child named overleaf and that all other persons with parental responsibility have been contacted where possible and have agreed to the request. I also confirm that to my knowledge, there are no applications before the County/Magistrates Courts by a parent, someone claiming to be a parent etc disputing the child's residence or which school they attend.

Bradford Metropolitan District Council is committed to compliance with the requirements of the General Data Protection Regulation and the Data Protection Act 2018. BMDC may share pupil information, including school allocation information, with Bradford District Care NHS Foundation Trust where necessary to support the delivery, planning and coordination of health and social care services for children and young people. I consent to Bradford Metropolitan District Council sharing my child's information, including school allocation information, with Bradford District Care NHS Foundation Trust where necessary to support the delivery, planning and coordination of health and social care services for children and young people. Further information about how we process your information can be found at www.bradford.gov.uk/privacy-notice

Signature Print name Date

Address: Admissions Team, Britannia House, Hall Ings, Bradford, BD1 1HX
Telephone: 01274 439200
Email: secondaryadmissions@bradford.gov.uk