



## **Late Co-ordinated School Admission Application Form**

**For a Year 7 place in Secondary school or a Year 9 place in Upper school for September 2026**

### **Section One – Important Information**

This form is only for applications for children residing in North Northamptonshire who:

- Start school in Year 7 in a Secondary school
- Start school in Year 9 in an Upper school

Before completing the application form, applicants should read the **“Applying for a Secondary School Place in North Northamptonshire, 2026-2027”** Composite Prospectus, which can be found on the School Admissions pages of the [North Northamptonshire Council website](http://www.northnorthants.gov.uk).

Completed application forms should be signed and returned to:

School Admissions  
North Northamptonshire Council  
Tithe Barn Office Block  
Tithe Barn Road  
Wellingborough  
NN8 1BN

We strongly recommend that you use recorded delivery if posting your application form.

Application forms may also be scanned and sent via email to [coordinatedadmissions@northnorthants.gov.uk](mailto:coordinatedadmissions@northnorthants.gov.uk)

Please use blue or black ink and BLOCK CAPITALS.

**Please continue to complete Section Two**

## Section Two – Child Details

All form fields marked with an asterisk (\*) are mandatory. You must provide this information. Failure to complete all sections may result in a delay with your application.

Please complete the form using BLOCK CAPITAL LETTERS.

### **Child details:**

First Name\*

Legal last name\*

Preferred last name?

Gender\*

Male

Female

Prefer not to say

Date of Birth\*  
DD/MM/YYYY

Day

Month

Year

Year group\*

**Child's current home address\***  
(Child's home address is regarded as the address of the parent(s) or carer(s) with parental responsibility, with whom the child normally resides)

Post code\*

Child's **new address** (if applicable) \*

Post Code\*

Date of move

/ /

Is your child a member of a Service (UK Armed Forces) Family or a Crown Servant family?

Yes / No

### Section three – Preferred schools

You can express a preference for up to 3 schools. We recommend that you use all 3 preferences.

School name (place the schools in order of preference)	Do you have another child already attending the school?		Is your child the child of a member of staff at this school?	
	Yes	No	Yes	No
1.	Yes	No	Yes	No
2.	Yes	No	Yes	No
3.	Yes	No	Yes	No

If you stated that you have another child already attending one of the schools, please provide details below:

Last name:

First Name:

Date of Birth:

### Section four – Parent or carer details

The child's home address will be regarded as the address of the parent (or carer with parental responsibility) with whom the child normally resides.

Parent's or carer's name*			
Relationship to child*			
Contact telephone number*			
Parent's or carer's email address			
I give consent for all correspondence to be sent to the email address above	Yes	No	

### Section five – Please provide the following information :

1. Name of current or previous school including the Local Authority area.			Last date of attendance.
2. Does the child have an Education, Health and Care Plan (EHCP)?* <b>If yes, contact the EHC Team for details of the application process.</b> <b>Do not continue to complete this application form</b>	Yes	No	
3. Is the child in the care of a local authority (a Looked After Child) or has the child previously been in the care of a local authority or previously in state care outside England? *	Yes	No	

4. Name of social worker*			
5. Local Authority that the child is looked after by*?			
6. Is the child subject to a court order or known to another agency? (e.g. Early Help Team; Youth Offending Service; Social Services)*		Yes	No
7. Name of agency / agency worker involved*			
8. Telephone number of agency worker involved:			
9. Is the child a refugee or an asylum seeker? *		Yes	No
10. Name of agency worker involved*			
11. Telephone number of agency worker involved:			
12. Is the child a new arrival to the UK?		Yes	No
13. Date of arrival		14. Country arrived from	
15. First Language		16. Does the child speak, read and write English?	Yes No
17. Will you be submitting other application forms for additional children within the same family?		Yes	No
18. How many other school-age children are there in the family?			
<p>19. Please provide the names and dates of birth of other children in the family.</p> <p><b>Remember: you must complete a separate application form <u>for each child</u> requiring a school place.</b></p>			

In the box below, please provide reasons for your application, together with any other information you would like the school to be aware of, before the application is processed.

**PLEASE COMPLETE THE DECLARATION ON THE FOLLOWING PAGE**

**Declaration**

- I certify that I have parental responsibility for the child named in the 'Child details' section of the application form and that the information given is true to the best of my knowledge and belief.
- I confirm that the information I have given on this form is covered by relevant Data Protection Legislation and that the School Admissions team may contact the child's current school for information and may share the information on this form with other professionals within North Northamptonshire Council (NNC) and other local authorities (in matters relating to Education).
- I confirm that I wish to apply for a place at each of the schools named in the 'Preferred schools' section of the application form for the child named and have listed these schools in order of preference.
- I understand that any fraudulent or deliberately misleading information given on this form and/or in any supporting information, may render this application invalid and may lead to an offer of a school place being withdrawn.
- I have read the information in the relevant composite prospectus "Applying for a Primary School Place in North Northamptonshire" or "Applying for a Secondary School Place in North Northamptonshire". These documents can be located in the School Admissions section of the NNC website.
- I understand that if I have made more than one application, NNC will use the most recent application when allocating a school place. If a school place has already been offered from a previous application, I understand that any offer from a subsequent application form will result in my original school offer being withdrawn.

**Print name**

**Please sign here**

**Date**

**Relationship to child**

**Do you have legal parental responsibility?**

Yes No

### Data Protection – same as IY?

**NNC will hold the personal details supplied on the application form for the purposes of processing your application for a school place. We will share the information internally within the Council with relevant officers and schools and may also share it with other relevant Local Authorities. We will safeguard your personal details and will not divulge them to any other individuals or organisations for any other purposes.**

### Why do we collect personal data?

North Northamptonshire Council (NNC) and commissioned services collect personal data so we can provide education and children's services to you and your family; to monitor our work; to report on progress made; and to let us fulfil our statutory obligations and statutory returns as set by the law. How will we use and protect personal data? All personal data we collect complies with the data protection principles, as stated in the Data Protection Act 1998 (DPA) and NNC's Data Protection Registration with the Information Commissioner's Office; for full list please check this website:

**<https://ico.org.uk/ESDWebPages/DoSearch?reg=165079>**

The personal data we collect may be held as an electronic record on data systems managed by or on behalf of North Northamptonshire Council or as a paper record. The records are only seen by staff who need the personal data so they can do their job. The security of the data follows NNC policies on Information Management. We make every effort to keep personal data accurate. If you tell us of any changes in circumstances, we will update the records with the personal data you choose to share with us. We will keep personal data for no longer than is necessary. Sometimes, the law sets the length of time personal data must be kept. Your rights If you find that the personal data that we hold about you and/or your family is no longer accurate, you have the right to have this corrected. Please contact the service holding the personal data or our Customer Services Centre for this.

### Further information

We keep our Information Management policies under regular review and place any updates on North Northamptonshire Council website. If you would like further information about the personal data we hold, or if you have a complaint about how the personal data has been used, please contact the Freedom of Information and Data Protection Team, North Northamptonshire Council, Sheerness House, 41 Meadow Street, Kettering, NN16 8TL; email: [datarequests@northnorthants.gov.uk](mailto:datarequests@northnorthants.gov.uk)

Thank you for completing this form. Please return it to:  
[coordinatedadmissions@northnorthants.gov.uk](mailto:coordinatedadmissions@northnorthants.gov.uk)

School Admissions Team  
North Northamptonshire Council  
Tithe Barn Office Block  
Tithe Barn Road  
Wellingborough  
NN8 1BN