

# Transitions Application Form

Please complete this application form if:

- your child lives in Cambridgeshire (where you pay your Council Tax to, or if you have any further enquiries, please contact the Admissions Team to confirm prior to submitting this form);

**and:**

- is due to start a **Year 7 class at secondary school in September 2025**, or
- is due to start a **Year 9 class at an Upper school in September 2025**, and you are applying for a school where Year 9 is the natural year of entry; or
- is due to start **Reception in September 2025**, or
- are applying **only** for **Year 3 at a junior school for September 2025**
- are applying **only** for **Year 5 at a middle school for September 2025 and**
- you have not already completed an online application.
- your child does not have an Education Healthcare Plan (EHCP) or finalised Statement of Special Educational Needs.

## Why not apply online for your child's school place?

You can make your application online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

*The benefits of applying online are:*

**It is quick and easy to do, the system is secure, there is no risk that your application will get lost in the post, you will get an e-mail confirmation that your application has been received, you can change the details on your application up until the closing date, available 24 hours a day, 7 days a week up until the closing date of 31 October 2024 (Secondary) and 15 January 2025 (Primary).**

### PRIMARY/JUNIOR/MIDDLE

Primary/Junior/Middle School online application



**SCAN ME**

### SECONDARY/UPPER

Secondary and Upper online application



**SCAN ME**

**Support will be available from the Admissions Team during the office hours below either by emailing [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk) or telephoning 0345 045 1370:**

**Monday to Thursday 9.00am – 5.00pm      Friday 9.00am – 4.30pm**

All applications are considered equally whether online or on paper. Therefore, you should not apply twice.

**Please note that secondary applications received between  
1 November 2024 and 31 March 2025 will be sent an offer letter on 27 April 2025**

**Please note that primary applications received between  
16 January 2025 and 2 May 2025 will be sent an offer letter on 19 May 2025 by post only.**

# Transition request for a school place - September 2025

**Please return to :**

School Admissions Team ALC2605, PO Box 761, Huntingdon, Cambridgeshire PE29 9QR

via: [admissionsapplications@cambridgeshire.gov.uk](mailto:admissionsapplications@cambridgeshire.gov.uk) and any documentation to support your application

**Your child:**

First name(s) (in full): .....

Family name : .....

Date of Birth: Day   Month   Year     Boy:  Girl:

Present School: .....

Address where child usually lives .....

..... Postcode

If your child lives part time at another address, please provide details here :

Address: .....

..... Postcode

How is your child's time divided between the two addresses? .....

**Older siblings**

If your child has any older siblings who will be attending a requested school in September 2025 please complete this section. If you are applying for infant or junior schools, please include children at the partner infant/junior school. Please indicate here if your child is from a multiple birth.

Full name of sibling:	Gender	Date of birth:	Current School:
	Boy/Girl		
	Boy/Girl		
	Boy/Girl		

Address (if different to applicant child)

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**Children in Care**

Please tick this box if:

- the child is a child in care i.e. is in public care/ fostered by you; or
- has previously been a child in care and is now adopted from UK or overseas/subject to a Special Guardianship Order. **Please provide a copy of the relevant documentation evidencing this.**

By which Local Authority is the child Looked After? .....

## Education Health & Care Plan

Please tick this box if your child has an Educational Health and Care Plan (EHCP) issued by a Local Authority. If you are unsure, please ask your child's school.

### Your school preferences

- Please name your three preferred schools and provide your reasons for each preference by ticking the relevant boxes below.
- You can apply for a place at any school. You do not have to apply to your catchment area school, but if you do not, you may find you are allocated a place at a school that is further away. If this happens, you will be responsible for transporting your child to and from that school.
- Naming the same school more than once will not increase your chance of gaining a place at that school. Likewise, naming more than one school will not weaken your chance of gaining a place at your first preference school.
- Please note that school places are allocated according to the oversubscription criteria for each school. Therefore, not all the reasons listed below will necessarily be taken into consideration when your application is processed.

	<i>1<sup>st</sup> Preference</i>	<i>2<sup>nd</sup> Preference</i>	<i>3<sup>rd</sup> Preference</i>
<b>School Name</b>			
Sibling at the school			
Catchment area school			
Child attends feeder school			
Distance from home			
Religion or 'faith'			
Staff			
Medical			

If you wish to provide any further information, please do so below or on a separate sheet (this information will not be used as part of the school allocation process and should be used in any appeal if unsuccessful):

### Your details (as adult with parental responsibility for the child)

Title: Mr/Mrs/Ms/Miss/Dr Initials: ..... Family name:.....

Relationship to child: .....

Your Address (if different from above): .....

Postcode:        Home telephone number: .....

Work / Mobile: ..... Email address: .....

### Other adult (with parental responsibility - optional)

Title: Mr/Mrs/Ms/Miss/Dr Initials: ..... Family name:.....

Relationship to child:.....

Your Address (if different from above): .....

Postcode:        Home telephone number: .....

Work / Mobile: ..... Email address: .....

## Declaration

By signing this form, you are confirming that:

**You have read the website (secondary) or the 2025-26 edition of admissions booklet “First Steps (Primary)”;**

**The information contained in this form is both accurate and up-to-date;**

**All adults with parental responsibility for your child are in agreement with this application, and understand that if a dispute is later raised, this application may be delayed;**

**You understand that if you have obtained a school place for your child by knowingly providing false information the place will be withdrawn;**

**You understand that should your child be allocated a place at your preferred school and this school is not your catchment or nearest school, you will be responsible for home to school transport;**

**You have confirmed that your address is in the area covered by Cambridgeshire, and understand that applying to the wrong Local Authority may cause significant delays in processing your application; You understand that any changes to preferences/new application received will replace an existing application and cancel any previous offer made, and that by signing this declaration, you agree to these terms and conditions for any subsequent Reception, Junior, Middle, Secondary and Upper transfer applications you submit up to 31 August 2025.**

### Data Protection:

We collect your details to process your application for School Admissions and may contact you about related school admission and transport issues.

In addition, we can be required to share information with our partners, for example health organisations, to improve the wellbeing of children in Cambridgeshire area as required by the Children Act 2004. Information shared between partner organisations is proportionate and only given when it is necessary to help those partner organisation services with their legal obligations.

We are required to provide statistical data to the Department for Education. We also use statistical data for our own internal research, statistical analysis or statistical surveys to help manage our service provision, and also share data with academic institutions or independent researchers with a legitimate need for information for their research.

All School Admission data is stored securely and maintained in accordance with the Data Protection Act. Cambridgeshire online systems that are publicly available for entry of personal application data are regularly independently tested to assess risk of penetration and to guard against unauthorised entry for access to personal or any other data. This includes ensuring that the username and password access meets industry standards

**Further information about how we collect and use data, and your rights around this, can be found on our Privacy page on our website: [www.cambridgeshire.gov.uk/privacy](http://www.cambridgeshire.gov.uk/privacy) . Our Data Protection Officer can be contacted via [data.protection@cambridgeshire.gov.uk](mailto:data.protection@cambridgeshire.gov.uk) or 01223 699137**

### Link to website information:

<https://www.cambridgeshire.gov.uk/council/data-protection-and-foi/information-and-data-sharing/privacy-statement/education-service-privacy-notice>

Name: ..... Name: .....

Signature: ..... Signature: .....

Date: .....

**If you are applying between 1<sup>st</sup> November 2024 and 31<sup>st</sup> March 2025 (Secondary/Upper) or 16<sup>th</sup> January 2025 and 2<sup>nd</sup> May 2025 (Primary/Junior/Middle) due to a change of circumstances, please indicate the reason and provide proof of your new / recent address (see our website for acceptable proof).**

**Proof of your address is required. We cannot process your new form without this:**

- Recently moved into the county
- Recently moved home within in Cambridgeshire
- Other (please give further details) .....

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