

# Application form

(Common application form for Community, Free, Church Voluntary Aided schools and Academies)

For children applying for

# Reception Class

in September 2025



Please return this form  
by **15 January 2025** to  
your **first preference school.**

Any information required by any church voluntary aided school for which you are applying must be handed in by the same deadline to the school in question.

**If you return this form after 15 January 2025, it is late.**

In this case please return to the School Admissions Team,  
Hove Town Hall, Norton Road, Hove, BN3 3BQ.

You can apply online at

**[www.brighton-hove.gov.uk/schooladmissions](http://www.brighton-hove.gov.uk/schooladmissions)**

You can check your home to school distance at  
[www.brighton-hove.gov.uk/schooladmissions](http://www.brighton-hove.gov.uk/schooladmissions)

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Brighton & Hove  
City Council

# Notes to help you fill in this form

Full details of the arrangements made by the council for allocating school places are given in the booklet 'Infant, Junior & Primary School application guide 2025-2026'.

To help you complete this form a checklist of important points is set out below.

## Before completing this form, you may want to consider:

- Getting a feel for the schools in your area; arrangements for visiting schools will be available on the schools websites.
- Several alternative schools. You will need to think about how your child will get to school, and the possible costs. Details of the circumstances in which the council is able to help with transport are given in the booklet;
- Any compelling medical or other exceptional reasons for wanting your child to go to one school rather than another. For example, does your child have a particular medical condition? If so, please supply a letter from your family doctor which explains the situation – this is important because it will enable the School Admissions Team to reach an informed decision about your child's school place. For more information see Section 4 (or Section 5 for own admission authority schools) in the booklet.

## 1. When you fill in the form, make sure that you give:

- 1a Your child's full name, date of birth.
- 1b Your child's main home address and your telephone number, and email address. If you provide an email address you will receive your decision by email rather than letter.  
If you are likely to be moving before September 2025 and if this might result in a change of preference for a school, you should read Section 7 of the School Admissions Guide titled "Moving House";
- 1c The address given will be checked against council tax records. If you have recently moved into the area, see Section 7 for proof of address that will be required.
- 1d Up to three different preferences for a school for your child in your order of priority (your chances of receiving your school of preference are not improved by naming the same school more than once). Please note that your listed preferences should include any application you are making to a church voluntary aided school, free school, academy or maintained school outside Brighton & Hove.
- 1e Indicate whether your child has a sibling at one of your preferred schools.
- 1f Indicate if your child has an Education, Health and Care Plan.
- 1g Any special reasons, including medical or other exceptional reasons, for your preference(s).  
Please remember to attach to the application form any letters in support of your request.
- 1h Indicate if your child is looked after by a local authority, or was looked after in England or elsewhere and is now adopted, or subject to a special guardianship or arrangement order. Please attach proof of your child's status to the application form.

## 2. How to return this form:

- i Sign and date the form, giving your full name as the child's parent or carer and making sure that you have attached any supporting evidence;
- ii Return it to a school official at your first preference school by 15 Jan 2025 (or to the School Admissions Team by the same date). Parents are responsible for ensuring that the form is handed in to a school official, or to the School Admissions Team. You should obtain confirmation of the receipt of your form, if required. If the form is returned after the closing date it should be sent to: School Admissions Team, Hove Town Hall, Norton Road, Hove, BN3 3BQ.

## 3. The Children Act, 1989

Under the terms of the Children Act, 1989, married parents or the unmarried mother of a child have parental responsibilities automatically. Other people, including unmarried fathers, step-parents, grandparents and other relations, foster carers, and others, may acquire parental responsibilities in a variety of ways. If you are uncertain of your parental status, the School Admissions Team will be happy to discuss it with you. Please contact 01273 293653 for information.

# Application form for **Reception** September 2025

Please use **BLOCK CAPITALS** and **BLACK INK** after reading the notes opposite and the guidance booklet.

See note **1a**  
opposite

Child's Surname  Date of Birth Day / Month / Year

Child's first name  Boy  Girl

See note **1b**  
opposite

Address

Postcode  Phone

email

See note **1c**

**The above address should be the place where your child usually lives. The address given will be checked against council tax records. Please note that it is an offence to give a false address.**

See note **1d**

## Preferred School

Please write the names of the schools you would like your child to attend. If you wish to give reasons for this please do so overleaf.

First Preference

Second Preference

Third Preference

## Supporting Information (Please tick box if appropriate)

See note **1e**  
opposite

There will be a brother or sister still at one of the schools listed above in September 2025 or at a linked Junior school (please give details below, continue over if necessary)

Name	Date of birth	School they attend
<input type="text"/>	<input type="text"/>	<input type="text"/>

My child has an Education, Health and Care Plan.

There are compelling medical or other exceptional reasons that make it essential for my child to attend \_\_\_\_\_ school. I have attached evidence from a doctor, social worker or other professional explaining why it is essential for my child to attend the school.

My child is looked after by a local authority, or was looked after in England or elsewhere and is now adopted, or subject to a special guardianship or arrangement order.

Social Worker's name  Contact no:

If your child is adopted/subject to an order please supply a copy of the adoption certificate or a copy of the order.

See note **3**  
opposite

I have parental responsibility for this child, and all the information given on this form is legal and true. **I have read the admissions guidance and understand that any offer of a place made as a result of this application may be withdrawn if I give false information.**

Signed  Parent/Carer  Date   
Print name  Mr/Mrs/Miss/Other

**Please return this form by 15/1/25** to your first preference school, or to the School Admissions Team, Hove Town Hall, Norton Road, BN3 3BQ. After 15/1/25 please return to School Admissions

For school/office use only  Received by  Time/date

See note **1g** **If you have any special medical or other exceptional reasons that support your preference** (eg medical conditions, family circumstances, and/or other reasons) it is essential that you submit any supporting evidence with your application form. You must give independent evidence, see Section 4 (or Section 5 for own admission authority schools) of the booklet. **It is up to you to provide this evidence. The admissions team will not seek information about your child or telephone people on your behalf, the decision will be based solely on the information you send in. Please state reasons in this space.** (Use an additional sheet if necessary).

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**Privacy Notice**

Brighton & Hove City Council is the Data Controller for the purposes of the Data Protection Act 2018 and EU General Data Protection Regulation of May 2018. This means that Brighton & Hove City Council is responsible for making decisions about how your personal data will be processed and how it may be used.

As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

The purpose for which your data will be processed is to make arrangements for school admissions and home to school transport, establish pupil records to assist schools in administrative matters, track pupil progress, assess pupil entitlement to various benefits and services, and, not least, plan future school places and services.

**The information you provide will be treated confidentially at all times.**

The data you provide may be shared with public health as well as being disclosed to CACI International who are the software suppliers of the city council’s admissions software. This will be purely for the purposes of system development and it will not be disclosed by them to any third party. The data you provide will also be shared with the Department for Education.

Security safeguards apply to both manual and computerised held data, and only relevant City Council or school staff can access your information. You have rights around the information we hold on you, further information on your rights are available on our website along with data retention details.

If you have any queries contact the Data Protection Officer; [data.protection@brighton-hove.gov.uk](mailto:data.protection@brighton-hove.gov.uk)