

# Whitchurch High School Application Form

## Transfer to Secondary Education: September 2025

**PLEASE RETURN THIS FORM TO:**

**Admissions Officer, Whitchurch High School, Penlline Road, Whitchurch, Cardiff CF14 2XJ**

*We highly recommend that you send your form in such a way that you have proof of receipt by Whitchurch High School, for example by recorded delivery or by hand delivering it to Whitchurch High School Upper or Lower School reception and obtaining a receipt. The Governors take no responsibility for forms which are lost in the post or returned due to insufficient postage. Please note that we do also accept application forms by email.*

If you have any difficulty completing this form please contact Admissions Officer (Tel: 029 20629722)

Please read this form carefully and complete it as fully as possible. **PLEASE USE BLACK INK AND BLOCK CAPITALS**

### SECTION 1 – CHILD’S DETAILS

Child’s surname			
Forenames			
Date of birth		Male/Female	
Child’s place of residence including postcode			
<b>Present Primary School</b>			
Does this child have a statutory statement of Special Educational Needs?			YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, does this statement name a school?			YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, which school is named? _____			
<small>Please note that admissions to Whitchurch High School SRB (Specialist Resource Base) are in partnership with the LEA.</small>			

### SECTION 2 – PARENT(S)/CARER(S) DETAILS

TITLE	FORENAME	SURNAME	ADDRESS and POSTCODE	TEL. NO.
<b>EMAIL ADDRESS:</b>				
Do you have parental responsibility for this child?				YES <input type="checkbox"/> NO <input type="checkbox"/>
If not, what is your responsibility for this child? _____				
Have both parents with parental responsibility for this child been consulted and in full agreement with this application?				YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable <input type="checkbox"/>

### SECTION 3 – GROUNDS FOR APPLICATION

Please tick the appropriate box/es where your child meets particular criteria and please ensure that you enclose a copy of your child's BIRTH CERTIFICATE and provide all supporting evidence where required.

<b>1. Pupils who are – or have previously been - Looked after (in public care).</b>	YES <input type="checkbox"/>												
<b>2. Pupils subject to an Individual Development Plan (IDP), in which a specific school is named</b>	YES <input type="checkbox"/>												
<b>3. Pupil is on roll in one of the school's partner primary schools: Birchgrove Primary, Coryton Primary, Gabalfa Primary, Hawthorn Primary, Llanishen Fach Primary, Rhiwbeina Primary and Whitchurch Primary School.</b>	YES <input type="checkbox"/>												
<b>4. Pupil lives WITHIN the catchment areas of the above partner primary schools with an older sibling attending Whitchurch High School at the time of their admission to the school i.e. will be in Y7-Y11 in September 2025. Brothers and sisters include half brothers and sisters; stepbrothers and sisters; and any adopted brothers and sisters who share the same home address on the date of entry to Whitchurch High School.</b> Please give names and dates of birth of such older children	YES <input type="checkbox"/>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Date of Birth</th> <th style="width: 25%;">Name</th> <th style="width: 25%;">Date of Birth</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name	Date of Birth	Name	Date of Birth									
Name	Date of Birth	Name	Date of Birth										
<b>5. Pupil is not on roll at any of the designated partner primary schools but who, by virtue of their address, would normally expect to be taught at one of these schools.</b> Please provide a Council Tax Statement / recent utility bill / other proof of your address and attach to this application form. Please ensure that the details are correct and it is your child's permanent home address; NOT the address of a business, a relative, a friend, a child-minder, a temporary address or an address to which you hope to move. NB: Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates.	YES <input type="checkbox"/>												
<b>6. Pupil lives OUTSIDE the catchment areas of the above partner primary schools with a sibling attending Whitchurch High School at the time of their admission to the school i.e. will be in Y7 – Y11 in September 2025. Brothers and sisters include half brothers and sisters; stepbrothers and sisters; and any adopted brothers and sisters who share the same home address on the date of entry to Whitchurch High School.</b> Please give names and dates of birth of such older children	YES <input type="checkbox"/>												
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<b>7. Pupils who live outside the catchment areas of the partner primary schools.</b> Please provide a Council Tax statement / recent utility bill, other proof of your address including postcode and attach to this application form. NOT the address of a business, a relative, a friend, a child-minder, a temporary address or an address to which you hope to move. NB: Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates.	Please tick if you are providing evidence for consideration under this criteria YES <input type="checkbox"/>												

I certify that the above information is correct. I have read and understand the attached Notes for the Guidance of Parents. I understand that giving false information will mean the withdrawal of the offer of a place at Whitchurch High School and possible prosecution under the Perjury Act.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Parent/Carer*

**Data Protection Act 1998:** The information you give on this form will be used for the purpose of processing your application. The information you have provided may be used to prevent and detect fraud. The information may be shared for the same purpose with other organisations.