 **CHANGE OF PREFERENCE REQUEST 2021**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Child’s full name  *(please print)* |  | | | Date of birth | |  |
| Secondary School currently allocated to your child | | | |  | | |
| Child’s address |  | | | | | |
| Current Primary School |  | | | | | |
| *Please note: If you are successful in gaining a place at one of your preferred schools, the offer previously made by the Authority will be withdrawn.*  *If you want your child to be kept on the waiting list for a school you have already applied for, you will need to include it in the list of ‘new preferences’ below as your higher preference(s).* | | | | | | |
| New preferences  *(these* ***can*** *include schools you have already asked for in your first application)* | 1. | 2. | 3. | | 4. | |
| Name and date of birth of any siblings attending these schools |  |  |  | |  | |
| Have you changed your address since you first applied? If so, please let us know when you moved and send us proof of your new address | |  | | | | |
| Have any other circumstances changed since you first applied? If so, please give details | |  | | | | |
| If we can’t match any of your preferences, are there any other schools you would like to consider for your child? | |  | | | | |
| Please give a **daytime phone number** where we can contact you | |  | | | | |
| Please state your **email address** | |  | | | | |

**Please read the following information carefully before you submit this request:** Your request will be considered in the next round of admission allocations so you may not hear anything from us for a few weeks. If you are sending this form by post, please keep a copy and check with us after a week that it has been received. If you are sending by email keep a copy of the email you have sent and the confirmation you will receive in reply.

**Declaration:** I have parental responsibility for the child named above. I understand that in changing my preferences, if I am offered a place at one of my higher preferences, the current offer will be withdrawn.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
| Name |  | | |

If you send this request by email to [pupil.services@torbay.gov.uk](mailto:pupil.services@torbay.gov.uk) we will treat your email as agreement to the above declaration.

If posting, please sign and send to Student Services c/o Town Hall, Castle Circus, Torquay TQ1 3DR