

Child's full name (please print)				Date of birth	
Secondary School currently allocated to your child					
Child's address					
Current Primary School					
<p>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are successful in gaining a place at one of your preferred schools, the offer previously made by the Authority will be withdrawn.</p> <p>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).</p>					
New preferences (these <b>can</b> 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 <b>daytime phone number</b> where we can contact you					
Please state your <b>email address</b>					

**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that in changing my preferences, if I am offered a place at one of my higher preferences, the current offer will be withdrawn.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