

# ADMISSION TO SECONDARY SCHOOL

# SEPTEMBER 2023 ENTRY

## WAITING LIST REQUEST

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| IMPORTANT: Please read the information at [www.medway.gov.uk/secondaryadmissions](http://www.medway.gov.uk/secondaryadmissions) before submitting this form.Your completed waiting list form must be returned to the School Admissions Team within 10 school days of your offer.Please return your form by email to admissions@medway.gov.uk or by post to:School Admissions, Medway Council, Gun Wharf, Dock Road, Chatham, ME4 4TR.If you have any queries, please contact admissions@medway.gov.uk  |

|  |  |
| --- | --- |
| Child ID (as shown on your offer) |  |
| Child’s Name |  |
| Gender |  |
| Date of Birth |  |
| Home Address *(if you have moved since you applied, please provide proof of your move)* |  |
| Parent/Carer Name |  |
| Telephone No. |  |
| Email address |  |
| School Offered |  |

Please add my child to the waiting list for a place at the following school(s).

|  |  |
| --- | --- |
| School 1 |  |
| School 2 |  |
| School 3 |  |
| School 4 |  |

|  |  |
| --- | --- |
| **Signed\*** |  |
| **Name** |  |
| **Date** |  |

*\* I have read and understood the information about waiting lists in the ‘Next Steps Guide’ found at* [*www.medway.gov.uk/secondaryadmissions*](http://www.medway.gov.uk/secondaryadmissions)