

# 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](mailto: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](mailto: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)