



## General principles

1. This document sets out the admission arrangements for Biddulph High School.
2. For the purposes of this document, references to “the LA” shall be deemed references to Staffordshire Local Authority and references to “the Admissions Forum” to be to the Staffordshire LA Admissions Forum.
3. This policy may be amended in writing at any time by agreement between the Secretary of State and Biddulph High School.
4. The Academy will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools.
5. The Academy will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol.
6. Notwithstanding any provision in this Agreement, the Secretary of State may direct the Academy to admit a named student to the Academy on application from a local authority. Before doing so the Secretary of State can seek advice from the Academy Adjudicator in reaching a decision.
7. The Academy shall ensure that parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Independent Appeal Panel will be independent of the Academy.
8. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department of Education as it applies to Academy schools. The determination of the appeal panel is binding on all parties.

## ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

### Consultation

9. The Academy shall consult the following parties on the Academy’s proposed admission arrangements by 1 March in the determination year, i.e. the academic year which begins one year before the date of entry under consideration:

- The LA
- The admission forum for the LA
- Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA

- Any other Local Academy Governing Board for primary and secondary schools located within the relevant area for consultation
- Other admission authorities within an 8 kilometer (5 mile) radius of the Academy
- Community groups which the Academy considers relevant.

If any changes to the admission arrangements are proposed except for an increase in the admission number, the Academy will perform a public consultation. The consultation will be for a minimum of 6 weeks and will take place between 1<sup>st</sup> October and 28<sup>th</sup> February with a completion deadline date of 28<sup>th</sup> February.

### **Academy determination of admission arrangements**

10. The Academy's Local Academy Governing Board will determine the Academy's admission arrangements by 15 April of the Determination Year and notify those consulted in accordance with paragraph 9 what has been determined within 14 days of that decision being made.

### **Representations about admission arrangements**

11. Where the Local Academy Governing Board has determined the Academy's admission arrangements and notified all those bodies that it has consulted in accordance with paragraph 9, if any of those bodies object to the Academy's admission arrangements, including the proposed admissions number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the Determination Year.

### **Secretary of State's consent for changes to admissions arrangements**

12. Where the admissions arrangements determined in a Determination Year in accordance with paragraph 9 are different to the admissions arrangements currently in existence for the Academy, the Academy shall (by 30 June in the Determination Year) apply to the Secretary of State for him to consent to such amended admissions arrangements.

### **Secretary of State's power to accept, modify or reject admissions arrangements**

13. Where the Secretary of State has received any representations made in accordance with paragraph 11, the Secretary of State must consult the Academy on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that the Academy amends the proposed admissions arrangements for the Academy. The Academy shall comply with any such direction.

14. Where the Secretary of State has received an application made in accordance with paragraph 12 to consent to any amended admissions arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admissions arrangements or direct that the amended admissions arrangements are not implemented or must be modified. The Academy must comply with any such direction.

### **Publication of admission arrangements**

15. The Academy shall each Determination Year publish the Academy's agreed admission arrangements by:

- a) Copies being sent to the persons consulted in paragraph 9

- b) Copies being sent to primary and secondary schools in the LA's area
- c) Copies being sent to the offices of the LA
- d) Copies being made available without charge on request from the Academy
- e) Publishing the Admissions Policy on the Academy website.

16. The published admissions arrangements will set out:

- a) The name and address of the Academy and contact details
- b) A summary of the admissions policy, including oversubscription criteria and any arrangements for post-16 admission
- c) Numbers of places and applications for those places in the previous year; and
- d) Arrangements for hearing appeals.

**Proposed changes to admission arrangements by the Academy after arrangements have been published**

17. Subject to paragraph 18, once the Academy's admission arrangements have been determined for a particular year and published, the Academy will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:

- a) The Academy has consulted those who were consulted under paragraph 9 above on the proposed variation
- b) Following such consultation, the Academy has applied to the Secretary of State to approve the change setting out:
  - i) the proposed change
  - ii) reasons for wishing to make such change
  - iii) any comments or objections to the proposal from those consulted; and
- c) Following such application, the Secretary of State has provided his consent to the proposed variation.

18. The Academy shall, following the prior written agreement or direction of the Secretary of State, vary the Academy's admissions arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.

19. Any changes to the Academy's admission arrangements brought about through the variation processes in paragraphs 17 or 18 above must be published within the Academy's prospectus and website and be communicated within 7 days to those persons who must be consulted under paragraph 9.

20. The Academy must make arrangements for a parent of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the Academy to make representations to the Secretary of State that any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to Academy schools.

21. Where a representation is made in accordance with paragraph 20, the Secretary of State may, after consulting the Academy, direct that the Academy modify its arrangements for the admission of students to the Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Academy must comply with any such direction.

22. Records of applications and admissions to the Academy shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

## Process of application

23. Applications for the Academy will be made on the common application form of the LA in which the applicant resides. The Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which will fit in with the common timetable agreed by the Admissions Forum:

a) April - June: The Academy will publish its arrangements for admission (including over-subscription criteria) for the following September. This will include details of open days and/or evenings and other opportunities for prospective students and their parents to visit the Academy. It will refer to Staffordshire LA, including use of the Common Application Form of the LA in which the applicant resides and the closing date for applications within the LA arrangements and the Staffordshire Schools Admission System. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required.

b) September - October: The Academy will provide opportunities for parents to visit the Academy.

c) October: The closing date for admissions applications in accordance with the LA arrangements. If parents wish to apply to Biddulph High School, they must fill and return the Common Application Form (available from the local LA to whom it should be returned).

d) November: The LA passes list of applicants for the Academy to the Academy.

e) By January: Applications considered by the Academy and ranked priority list provided to the LA. The LA, in liaison with other admission authorities both in the LA area and in the area close to the Academy but outside the LA area, will then secure a coordinated approach to admission for parents and students via the Staffordshire Schools Admission System.

f) March: Offers of places notified in writing to parents by the LA on behalf of the Academy on or about 1<sup>st</sup> March.

## Consideration of applications

24. The Academy's Local Academy Governing Board will allocate places on the basis of their Admission Policy (paragraphs 26 -37). Decisions to offer or refuse admission will be made by the whole Local Academy Governing Board. The Academy will consider all applications for places.

25. The Academy will not refuse admission on the basis of poor behaviour elsewhere unless they have been permanently excluded from two or more other schools. These schools will include exclusion from the feeder Middle Schools. The ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose, also children who have been re-instated following a permanent exclusion (a review panel has quashed a decision of a Local Academy Governing Board not to reinstate a student), and children with special educational needs statements. The Academy will consult and co-ordinate its arrangements, including over the rapid re-integration of children including those who have been excluded from other schools and who arrive in an area after the normal admissions round, in accordance with local in-year fair access protocols for securing schools for unplaced children.

## Admissions Policy

### Admissions numbers at Year 9

26. a) The Academy has an agreed admission number of 211 students and will accordingly admit at least 211 students in the relevant age group each year if sufficient applications are received. Where the number of applications exceeds 211, applications will be considered in accordance with the criteria in paragraph 28.

b) The Academy may set a higher admission number as its published admission number for any specific year after first notifying the LA. Before setting an admission number lower than its agreed admission number, the Academy will consult those listed at paragraph 9 above.

c) Students will not be admitted above the published admission number unless there are exceptional circumstances.

27. The school will follow the Admissions Policy for schools of the Staffordshire Education Authority. *(This is available online from: [www.staffordshire.gov.uk](http://www.staffordshire.gov.uk))*

### Oversubscription criteria

28. If the total number of preferences for admission to the school exceeds the school's Published Admission Number (PAN), the following order of priority is used to allocate the available places, (if an applicant meets the oversubscription criteria of more than one preferred school then they will be offered a place at the school ranked highest on the application form):

a) Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

b) Students living within the catchment area of the preferred school

c) Students who have an elder sibling in attendance at the preferred school Biddulph High School and who will still be attending the school at the proposed admission date; *(For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners).* The Academy reserves the right to ask for proof of relationship.

d) Students who satisfy both of the following tests:

Test 1: they are distinguished from the great majority of applicants either on medical grounds or by other exceptional circumstances. Medical grounds must be supported by a medical report, (obtained by the parents). It must clearly justify, for health reasons only, why it is better for the child to attend the preferred school rather than any other school.

Exceptional circumstances must relate to the choice of school Biddulph High School, i.e. the circumstances of the child, not the economic or social circumstances of the parent. They should be supported by a professional report, e.g. social worker, justifying why it is better for the child to attend the preferred Biddulph High School rather than any other school.

Test 2: They would suffer hardship if they were unable to attend the preferred Biddulph High School. Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Parents must provide detailed information about both the type and severity of any likely hardship.

e) Students who attend certain primary Woodhouse Middle School or James Bateman Junior High School defined as major contributory primary Middle schools. (See Additional Notes below.)

f) Other students arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System for Biddulph High School. Where it is not possible to accommodate all students applying for places within a particular category then the Directorate Biddulph High School will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are catchment area children and satisfy category (c) will receive offers of a place, followed by children who live in the catchment area and satisfy category (d), etc.

g) Since 2014, if Biddulph High School is named on a statement of EHCP (Education, Health and Care Plans) the child will be admitted and this will reduce the number of places available for admission.

### **Additional Notes**

29. There is no charge or cost related to the admission of a child to a school. Admissions are administered through a coordinated admission scheme and preferences for community, controlled, aided and foundation schools will be processed centrally by the Local Authority's School Admissions and Transport Service. Each student will receive one offer of a place at a maintained school.

In accordance with legislation, children who have a statutory statement of special educational need that names in particular Biddulph High School as being the most appropriate to meet the child's needs will be admitted to Biddulph High School. This may reduce the amount of places available to other applicants. Relevant Children in Care means children who are in the care of a local authority in accordance with section 22 of the Children Act 1989(b) and who (a) are looked after at the time an application is made and (b) in relation to whom the local authority has confirmed that the children will still be looked after at the time when the child will be admitted to Biddulph High School.

30. Biddulph High School uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and OS Address Point data

31. The home address is considered to be the child's along with their parent's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week (i.e. 3 out of the 5 school nights available).

32. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the

same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected by drawing lots.

### **Post-16 admission criteria**

The Academy has an agreed admission number of 120 students and will accordingly admit at least 120 students in the relevant age group each year if sufficient applications are received. Where the number of applications exceeds 120, applications will be considered in accordance with the criteria in paragraph 36. The Trustees can agree to take above this number in exceptional circumstances.

33. The Academy will provide for the admission or progression of students through internal admissions and for students from external admissions.

34. Normally, both internal and external students wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for their preferred options in the sixth form.

35. In addition to the sixth form's minimum academic entry requirements students will need to satisfy minimum entrance requirements to the courses for which they are applying. In addition, students should refer to the courses information booklet for the minimum grades for each subject. If either internal or external applicants fail to meet the minimum course requirements, they may be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

The Academy reserves the right to refuse admission to applicants who have previously been excluded from the Academy, who have a previous history of unacceptable attendance i.e. has fallen below 90% or who have a record of poor behaviour. These academic entry requirements form part of the admission arrangements and so will be consulted upon and published in the academy's prospectus and in the LA composite admissions prospectus.

### **Procedures where the Academy is oversubscribed in admissions to Year 12**

36. When the Sixth Form is undersubscribed, all applicants meeting entry requirements specified in paragraphs 34 and 35 will be admitted. Where the number of students applying for places exceeds the maximum capacity of the school applications will be considered for Year 12 against the criteria set out below. After the admission of students with Statements of Special Educational Needs where the Academy is named on the Statement, the criteria will be applied in the following order:

a) Admission of children in public care (looked after children). This includes previous children in care who were adopted (or subject to residence orders or special guardianship orders) immediately following having been in care.

b) Siblings of students currently attending the Academy and who will continue to do so on the date of admission; *(For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners).* The Academy reserves the right to ask for proof of relationship.

c) Specific medical needs, social needs and special needs where the application is supported by written specific professional advice as to why admission to the Academy is necessary. The decision as to whether the Academy is uniquely placed to meet the stated need of the applicant will be determined by a panel appointed by the Local Academy Governing Board. The panel will give special consideration to children with a visual impairment.

d) Nearest straight-line distance to the Academy. The distance which determines how close the student lives to the Academy is the shortest straight-line distance between the door to the student's permanent address and the entrance to the Academy main building.

A child's permanent address is the place of normal residence during term time. Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week (i.e. 3 out of the 5 school nights available). Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn and an appeal offered.

37. There will be a right of appeal to an Independent Appeals Panel for internal students refused transfer and external applicants refused admission.

### **Operation of waiting lists**

38. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the school year.

39. Between March and September, the academy will operate a waiting list of applicants for entry in Year 9.

40. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 28-32, [or for post-16 paragraph 33-37] above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **Arrangements for admitting students to other year groups, including to replace any students who have left the Academy and in year admissions**

41. In year admissions should be made directly to the Academy's Local Academy Governing Board who will determine whether a place is available in the requested year group. The Academy will notify the Local Authority of the outcome of the application. If an application is made for a student to be admitted to the Academy and the required year group is below the level of the published admission number applicable to the age group, the student will be accepted subject to the provisions of paragraph 25. However, within the exceptional circumstances the Academy may refuse to admit a child where there are places available on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources:

a) In any year group when a child has been permanently excluded on two or more occasions. The ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose, also children who have been re-instated following a permanent exclusion (a review panel has quashed a decision of a Local Academy Governing Board not to reinstate a student), and children with special educational needs statements.

b) Or outside the normal admission round when the child is challenging, the academy already has a high proportion of challenging students on roll. If more applications are received than there are places available, the oversubscription criteria in paragraph 28-32, [or for post-16 paragraph 33-37] above shall apply. Parents whose application is turned down shall be advised that they are entitled to appeal.

42. Where a year group in the Academy is at the level of the published admission number applicable to the age group, the Academy will operate a waiting list until the end of the school year for those students who have applied for a place and been refused.

43. There will be a right of appeal to the Appeals Panel for unsuccessful applicants.

### **Withdrawing an offer or a place**

44. An offer or a place will not be withdrawn unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the Academy will give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh and a right of appeal offered if an offer is refused.

### **Admission of children outside their normal age group**

45. Parents may seek to apply for their child's admission to school outside of their normal age group, for example, if the child is exceptionally gifted and talented or has experienced problems such as ill health.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Local Academy Governing Board who will take into account the circumstances of the case and views of the Headteacher. Parents do not have the right to insist that their child is admitted to a particular year group.

### **Children of UK service personnel (UK Armed Forces)**

46. For children of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the Academy will allocate a place in advance of the family arriving provided that the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application their oversubscription criteria (paragraph 28-32 and 36-37).

### **Fair Access Protocol**

47. The Academy participates in the LA's Fair Access Protocol which ensures that unplaced children are offered a place at a suitable school as quickly as possible. The Academy may refuse to admit a child with challenging behavior outside the normal admissions round where there are places available on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources. It will refer the case to the LA for action.

48. The following list of children covered under the Fair Access Protocol will include the following:

- i) Children from the criminal justice system or Pupil Referral Units
- ii) Children who have been out of education for two months or more
- iii) Children of Gypsies, Roma, Travelers, refugees and asylum seekers
- iv) Children who are homeless
- v) Children with unsupportive family backgrounds for whom a place has not been sought
- vi) Children who are carers
- vii) Children with special educational needs

## **Arrangements for appeals**

49. Parents will have the right of appeal to an independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy and will comprise of a minimum of three members who will include at least one independent person, who has no professional experience of education or personal experience of the Academy, known as a lay member; and at least one independent person with experience in education.

50. Parents have the right to attend the Appeal Panel meeting in person and to make an oral representation - that is to clarify or supplement their written appeal. The parent may be accompanied by a friend, adviser or be represented. Parents may also bring an interpreter. The Academy may also be represented at the Appeal Panel meeting.

51. The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Children, Schools and Families.

52. The letter sent to parents notifying them of the outcome of the admissions process and the fact that they have been unsuccessful will provide the parent with a written statement detailing the reason(s) why it has not been possible to allow the child to attend the Academy and will explain the parent's right of appeal.

53. Parents wishing to appeal against an admission decision by the Academy should write to the Clerk to the Appeal Panel at the address given in the admission decision letter from the Academy setting out their grounds for appeal. Other documentation may be submitted in support of an appeal and should be lodged with the Clerk to the Appeal Panel.

54. Any materials presented by the Academy to the Clerk will, in general, be sent in advance to the parents and any materials presented by the parents will be sent in advance to the Academy. The basic principle followed is that all information presented to the Clerk as part of the appeals process is available to all parties to the appeal.

55. Parents will be given 14 days' notice of the appeal hearing, unless they agree to a shorter period of notice. Where a parent fails to attend an Appeal Panel hearing for which 14 days' notice has been given (or a shorter period if the parents have given their prior agreement), the Clerk will offer a second hearing and provide 14 days' notice of that appeal hearing, unless the parents agree to a shorter period of notice. In offering a second hearing, the Clerk will advise the parents in writing that if they do not attend the second hearing, their written appeal will be considered by the Appeal Panel in their absence.

56. The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel's decision within 2 working days of the end of the hearing. The parent will also be informed of the outcome in writing by the panel within 5 days of the date of the hearing. In the case of unsuccessful appeals, the Appeal Panel will give the parents a written statement setting out its reason for not upholding the appeal.

## **ANNEX A**

### **Biddulph High School: Admissions Statement**

#### **1. General**

1.1 Biddulph High School is an inclusive school and welcomes children from the local community. The Trustees are also committed to ensuring that the admissions to the Academy reflect the full range of ability.

1.2 Biddulph High School admits up to 211 students to Year 9 each September. The admission arrangements described in this document will apply to admissions in September 2012 and subsequent years.

1.3 Admissions to Biddulph High School will be coordinated by Staffordshire Local Authority, through the Staffordshire Admissions Scheme and its timetable. Applications should be submitted on the Common Application Form to the local authority responsible for the parental address-

1.4 The admission of students with a Statement of Special Educational Needs is conducted through a separate process. Parents of these students should contact their home Local Authority's SEN department.

1.5 There are no faith criteria as part of the admissions policy. Children from families of all faiths, or none, are very welcome.

#### **2. Other points to note:**

2.1 **Twins and same-year siblings:** Where applications are received from twins, triplets or same-year siblings the following procedure will be followed. If one child is selected for a place within their band the twin/triplet/same year sibling will be ranked in their own band immediately below Looked After children.

2.2 **Confirmation of Address:** Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn and an appeal offered.

**Biddulph High School**

**SCHOOL ADMISSION APPEAL FORM**

**School Standards and Framework Act 1998**

*When completing this form: Please use black or blue ink. We recommend you read the Appeal Guidance Notes before completing this form. Where necessary please use additional sheets (ensuring any additional pages are numbered).*

***The completed form must be returned signed.***

**1. Details of child**

Surname: .....

Date of birth: .....

First name: ..... Male/Female: M  F

Allocated school: ..... Present school: .....

**Name of preferred school\*:** .....

*\*please complete a separate form if appealing for more than one school.*

**2. Your details**

Mr/Mrs/Ms/Miss/other (*delete as appropriate*):

Surname: .....

First name: .....

Address: .....

.....

.....

.....

Postcode: .....

**Relationship to Child**

(tick as appropriate):

Parent  Guardian  Carer

Other  Please give details:

.....

.....

.....

.....

.....

**Telephone Numbers**

Home: .....

Mobile: .....

