

APPLICATION FOR A SCHOOL PLACE DURING THE ACADEMIC YEAR



PART ONE - Important Notes For The Applicant

- This form can be made available in Braille or large type
- Use this In-Year application form to apply for a place at any school in any county providing your child is currently resident in Somerset and will be between ages 4 and 16 at the time the school place is required. You must complete a separate application form for each child.
- **If you are applying for a school place as a result of a house move you must provide proof of address. This may be the exchange of contracts letter from a solicitor on a house buy, a minimum six month tenancy agreement or a recent utility bill. Failure to do so will result in your application being delayed.**
- You can apply for a place at an Academy, Community, Voluntary Controlled, Voluntary Aided, or Foundation school using this form which must be submitted directly to Somerset Local Authority
- There is a 4.00pm deadline for receipt of applications each working day. Applications will be processed in strict date order and a decision will be notified in writing to the applicant within ten school days.
- If you have any queries about the In-Year school application process, please telephone Somerset Direct customer help line on 0845 4564038.

PART TWO - Child's Details

Child's Legal Surname: _____		Child's Forename(s): _____	
Date of Birth: _____		Male / Female <i>(please circle)</i>	
Current Address: _____ _____ _____		(If applicable)Address moving to: _____ _____ _____	
Postcode: _____	Date since _____	Postcode: _____	Date if moving: _____
Current/Previous School: _____			If Previous school, last date on roll: _____
Address: _____ _____ _____			

PART THREE - Preferred Schools:

It will not always be possible to provide a place at your most preferred school, therefore you are encouraged to provide three preferred schools in **priority** order:

When deciding your preferences, it may be useful to visit the schools you are considering

Where a place is available within the Admission Limit for the year group concerned at your most preferred school, the Admissions Authority would normally offer a place for your child. When a place cannot be offered at your most preferred school, then any lower preferences you have indicated will be considered. If any, or all, of your preferences are refused you will be offered the legal right to appeal against this decision.

1st Preference: _____
 2nd Preference: _____
 3rd Preference: _____

What is your Preferred start date?:

PART FOUR – Supporting Information

Your answers to the following questions are very important and the Admissions Authority will use this information in conjunction with the appropriate published over-subscription criteria to help determine whether your child has a priority for a place at one of your preferred schools.

1.

Is this application for a child currently in the care of a Local Authority? **YES / NO** (please circle)

If **Yes**, which Local Authority ?:

Name of Social Worker:

2.

Does your child have a Statement of Special Educational Needs (SEN)? **YES / NO** (please circle)

If **NO**, do you believe there are important medical or special needs reasons why a place should be allocated at one of your preferred schools (This does not guarantee a place, but the Admissions Authority may need to consider this information in connection with published over-subscription criteria)

YES / NO (please circle)

Does your child have any specific disability of which a school should be aware?

YES / NO (please circle)

3.

Does your child hold EEA (European Economic Area) citizenship? **YES / NO** (please circle)

If you have indicated '**No**', please attach a copy of your child's immigration documents

4.

Are you involved with the life and worship of a church? **YES / NO** (please circle)

If **YES** please provide details of your Priest/Minister/Leader and explain the relationship on the appropriate 'Faith' Supplementary Information Form:

Name

Address:

Is your child baptised/christened?

YES / NO (please circle)

If **YES** in which denomination?

If you are applying for a place at a Catholic Voluntary Aided School, you will need to supply a copy of the baptism/christening certificate

5. Will there be any siblings on roll at your preferred schools at the time the school place is required? The sibling(s) must be resident at the same address.

If **YES** please provide details of each sibling(s):

Child's Legal Surname:	Child's Forename(s):
Date of Birth:	Male / Female (<i>please circle</i>)
School child attends:	Child's current Year
Child's Legal Surname:	Child's Forename(s):
Date of Birth:	Male / Female (<i>please circle</i>)
School child attends:	Child's current Year
Child's Legal Surname:	Child's Forename(s):
Date of Birth:	Male / Female (<i>please circle</i>)
School child attends:	Child's current Year

6.

Fair Access Criteria – please tick if any of the following applies to your child.

Children who have been out of education for longer than one school term, as they become known to the Local Authority	
Children of refugees and asylum seekers	
Homeless children	
Children returning from the criminal justice system	
Children without a school place and with a history of serious persistent attendance problems	
Traveller children	
Children who are carers	
Children of UK Service personnel and other Crown Servants	
Children withdrawn from schools by their family, following fixed term exclusions and unable to find another place	
Children with unsupportive family backgrounds, where a place has not been sought	
Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places	
Children known to the police or other agencies	
Children with special educational need (but without statement)	
Children with disabilities or medical conditions	
Children attending a Pupil Referral Unit who need to be reintegrated back into mainstream education	

PART FIVE - Applicant's Details

Title: Mr/Ms/Mrs/Miss/Other (please state)	
Parent/Carer's Surname:	Parent/Carer's Forename:
Relationship to child:	
Address (if different from child's):	
Postcode:	
Daytime Tel No:	Mobile Tel No:
E-mail Address:	Do you have legal Parental Responsibility for this child? (<i>please circle</i>) YES / NO

PART SIX - Declaration

(For an application to be considered, this form MUST be signed by the applicant)

I understand that applications must be made by the child's legal parent/carer and that by signing the declaration below I will be confirming my understanding of the information provided by the Local Authority on this application form and that the information I have provided is correct. I accept that the LA reserves the right to withdraw school places which have been obtained by providing incorrect or misleading information.

I understand that it is the parent's responsibility to ensure that the Local Authority receives the completed application form safely. I note that it is recommended to send my application form by Special Delivery post, or obtain a proof of posting certificate, or a receipt from a County Hall Reception desk, if my application is hand delivered. Furthermore, I understand that if my preferred schools include a school in another Local Authority (LA) area, that authority's timescale for providing a decision may be longer than 10 days and therefore a decision from my home LA may be delayed.

I accept that where parents equally share parental responsibility and two applications are submitted for the same child, the Local Authority will require the parents to agree which application is to be considered and which should be withdrawn. If parents cannot agree and there is no court order to determine majority responsibility, the preferences indicated by the parent who receives child benefit for the child concerned will be awarded a higher priority than those from the other parent. I understand that only one offer of a school place will be made.

I accept that the child's home address must be the place where the child permanently resides for the majority of the time. This would normally be at the same address as the person who has Parental Responsibility for the child and is their main carer. Where the child spends equal amounts of time with both carers, the Admissions Authority will consider the place of residence of the parent/carer who receives Child Benefit to be the child's home. Evidence of parental responsibility will be required should there be doubt and the Local Authority (LA) on behalf of all Admissions Authorities will undertake thorough residency checks and reserves the right to request independent confirmation of the child's address.

DATA PROTECTION ACT 1998

The information that you give on this form will be used by the Council for the purpose of processing your application for a school place for your child. The information will be shared with schools. It may also be shared with other Council Directorates and School Appeal Panels, if you are also applying for a school outside Somerset, with other LAs and schools in their area. It will not be used for any other purpose.

Signature of Parent/Carer/ Guardian: _____ **Date:** _____

PART SEVEN – Submitting your application form

When you are satisfied that you have provided all the relevant information on your application form and any necessary Supplementary Information Form(s), please ensure that you have signed the declaration in Part Six and then submit your completed application by post to;

The School Admissions Team
Children and Young People's Directorate
County Hall
Taunton
Somerset
TA1 4DY

Applications must be received by The School Admissions Team at this address only. If they are returned to other County Council Departments and then forwarded on, your application could be disadvantaged because of this delay.