

## IN-YEAR APPLICATION FOR A PRIMARY SCHOOL PLACE ACADEMIC YEAR 2017/2018

### USE THIS FORM IF YOU ARE REQUESTING AN INFANT / JUNIOR / PRIMARY SCHOOL PLACE IN A SOUTH GLOUCESTERSHIRE SCHOOL

**One form to be completed for each child requesting a place  
(only the parent/carer with legal responsibility for the child may complete and submit this form)**

#### Return the form to the appropriate admission authority (see below\*)

Please note that some voluntary aided schools, academies and foundation schools may require completion of a supplementary information form.

**PLEASE COMPLETE THE FORM IN BLOCK CAPITAL LETTERS AND USE BLACK INK**

#### If your 1<sup>st</sup> preference school is -

- |                                   |                    |   |
|-----------------------------------|--------------------|---|
| *A voluntary aided school         | return the form to | the school along with any supplementary information |
| *An academy                       | return the form to | the school along with any supplementary information |
| *A community or controlled school | return the form to | South Gloucestershire Council (address page 3)      |

If you have any queries you wish to discuss relating to your application please ring the Contact Centre on telephone (01454) 868008; e-mail [AdmissionsAndTransport@southglos.gov.uk](mailto:AdmissionsAndTransport@southglos.gov.uk).

#### 1. Child's Details:

Surname of Child.....(also known as).....

First Name(s).....

Date of Birth..... Gender: Male / Female (Delete as appropriate)

#### Does your child hold EEA (European Economic Area) Citizenship? Y / N

If you have indicated 'No', please attach a copy of the date stamped UK entry page in your child's passport.

Please tick  if child has a Statement of Special Educational Needs or a Statutory Assessment is in progress

Child's Current Home Address:

.....

.....Postcode.....

2. Date place required from.....(see NOTES)

#### 3. Preferred Schools

You do not have to express a preference for more than one school, but you may name up to three schools, if you wish. Please list the preferred school(s) in order of priority: If you are applying for a voluntary aided school or academy and if it is not possible to offer your child a place at your first preference school, a copy of the form will be passed to the school / admission authority named as a second preference.

Primary, Infant or Junior Schools (age 4-11)

- 1) .....
- 2) .....
- 3) .....

Please indicate if you have applied to South Gloucestershire Local Authority for any of the above-named school(s) previously, and if so, when:

.....

Give details of any half, full or adoptive brother, sister, or child of the same household already in attendance at any of the preferred schools

- 1) Name..... Date of Birth.....  
School.....
- 2) Name..... Date of Birth.....  
School.....

**4. Name of Present/Previous School (in the UK or other country):**

- 1) .....  *Please tick box on left if child has been permanently excluded from any of the schools listed.*
- 2) .....
- 3) .....

Please tick  if child has two or more permanent exclusions in total

**5. Applicant's Details** (please print clearly)

Name of Person Making Application..... Title.....  
Relationship of Applicant to Child.....

**Please tick the relevant box** (See NOTES) (\*documentation should be provided with the form)

- The child lives with me  I have parental responsibility for the child
- \*The child is in public care  \*The child was previously looked after

Applicant's Address (if different from the child's current address).....  
.....Postcode.....

Telephone:(home).....(mobile).....(work).....

E-mail (please print clearly).....

**Other Parent(s)/Carer(s)**

If any other person has parental responsibility (see NOTES) and requires a separate copy of future correspondence, please give their name and address:

.....  
.....

**6. Moving House (if appropriate)**

If the child/family is moving house, please give address moving to:

.....Postcode.....

Anticipated date of house move: .....

*If the applicant is moving house please provide –*

- o Documented proof of your new address
  - If renting – a copy of your tenancy agreement
  - If buying a property – (for example) a copy of your solicitor’s letter showing completion
- o **If employed by the Armed Forces**, a letter from the service person’s Commanding Officer, confirming the posting is requested; wherever possible, a letter from the Housing Authority confirming a new address should be enclosed with this application. Where this is relevant to the application for a place, parents / carers are advised to contact the Admissions and Transport Team for advice on providing sufficient confirmation of a move.

**7. Reasons for Preference for each school named in 3.** Please note that some voluntary aided schools, academies and foundation schools may require completion of a supplementary form to enable the governors of the school to consider the application against their over-subscription criteria.

Please continue on a separate sheet, if necessary and attach:

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**Please note that if a place is offered as a result of false information given in support of the application, the place may be withdrawn.**

**8.** I certify that the above information is true and accurate

Signature.....Date.....

**Please make sure you have completed Sections 1 – 8 and return this form to the appropriate admission authority.**

**If you are unsure as to where to send your application form, please send it to South Gloucestershire Council, Department for Children, Adults and Health, PO Box 1955, Admissions and Transport Team, Bristol, BS37 0DE, and we will ensure the form is sent to the relevant admission authority.**

***Data Protection: This application will be held securely in the Admissions and Transport Team of South Gloucestershire Council as both manual records and electronic files. The information may be shared within the Council, schools, other Admission Authorities and Local Authorities for the purpose of school admissions and transport.***

## NOTES:

### ***Parent/Parental Responsibility***

Both a child's parents will have parental responsibility for the child if they are married and are the child's natural parents. If the parents of a child are not married to each other, the mother automatically has parental responsibility. The father will have parental responsibility, if he has been named on the birth certificate. This applies to all fathers named on the birth certificate after 1<sup>st</sup> December 2003. If the father does not have automatic parental responsibility he can subsequently acquire it by the following means:

- a parental responsibility agreement;
- an order of the court granting him parental responsibility or a residence order.

Other persons can acquire parental responsibility for a child in the following ways:

- being granted a residence order or Special Guardian Order;
- being appointed a guardian;
- adopting a child.

A local authority can acquire parental responsibility for a child under a care order or an emergency protection order.

### ***Children in Public Care / Previously Looked After Children***

A 'looked after child' is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority under Section 22(1) of the Children Act 1989 at the time of making the application.

A 'previously looked after child' is a child who was looked after, but ceased to be so because they were adopted; or became subject to a residence order under the terms of the Children Act 1989 (Section 8); or special guardianship order (Section 14A) of the Children Act 1989. This applies where the child was adopted (or became subject to residence or special guardianship order) immediately following having been looked after.

Children in public care (subject to care orders or accommodated by a local authority) and previously looked after will be given priority for any places available at a school.

### ***Offers of School Places***

If you apply for a place in a year group at a school where there are vacancies, you will normally be offered a place. Where a child qualifies for a place at more than one school, the final offer will be the highest ranked preference with a place available. In South Gloucestershire we would expect any place offered to be taken up without delay and usually within four school weeks (some admission authorities may have different arrangements). Admissions and Transport Team can advise you on making an application where a place cannot be taken up within 4-5 weeks of the date of application. Parents and carers are expected to respond within two weeks of the offer of a place otherwise the offer of a place may be withdrawn.

### ***Schools that are Full/Oversubscribed***

It may not be possible to offer your child a place if there are more applications than available places. Any decision on which child should be offered a place will be based on the relevant over-subscription criteria.

- If it is possible for your child to be offered a place at your preferred school you will be sent a letter informing you of the offer.
- Where an applicant has been refused a place at the preferred school, they will be given the option to place their child(ren)'s name on a waiting list for a place at the preferred South Gloucestershire school (other admission authorities may not maintain waiting lists) or to appeal for a place to an independent appeal panel.

### ***Waiting Lists for South Gloucestershire Community and Controlled Schools***

The waiting list (for Community and Controlled schools) will be maintained for the academic year and then discarded. When a place becomes available, places will be offered in accordance with the over-subscription criteria and not the length of time that an applicant's name has been on the waiting list.

Where a place becomes available and the local authority, after using all advised contact details, is unable to contact a successful applicant for a place within two school weeks, the available place will be offered to the next child to qualify for a place. Where an applicant decides to place their child(ren)'s name on a waiting list, it is up to the applicant to keep South Gloucestershire Council or the appropriate admission authority informed of updated contact and address details.

### ***Waiting Lists for Voluntary Aided Schools and Academies***

Applicants are advised to contact the individual schools for information about their policy regarding waiting lists.