

# APPLICATION FOR A SCHOOL PLACE DURING THE ACADEMIC YEAR



## PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

This form should be used by parents/carers requesting transfers between schools during the school year.  
You must complete a separate application for each school and each child.

All relevant sections of the form **must** be completed as fully as possible or the form will be returned to you.

Applications will be processed in strict date order and a decision will be notified in **writing** to the applicant.

This form can be made available in Braille or large type upon request.

### Part 1 – Reason for your application

1. Moving into Somerset
2. Moving within Somerset
3. Moving to work at the Hinkley Point site
4. Not moving but wanting to change school
5. Moving out of Somerset

Please tick the relevant box

- ☐ } **PROOF OF ADDRESS SUCH AS  
EXCHANGE OF CONTRACTS LETTER  
FROM A SOLICITOR OR A 6 MONTH  
TENANCY AGREEMENT SIGNED BY  
YOURSELF AND LANDLORD MAY BE  
REQUIRED. NOT SENDING THIS  
INFORMATION MAY RESULT IN AN  
UNNECESSARY DELAY IN YOUR CHILD  
BEING OFFERED A SCHOOL PLACE**
- ☐
- ☐
- ☐
- ☐

### Part 2 - Pupil Details

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

### Part 3 - Preferred School:

It will not always be possible to provide a place at your preferred school. It is therefore recommended that you complete applications for several schools.

The earliest you can apply for a school place is up to six weeks or half a term in advance of your preferred start date.

School applying  
for :

.....

**What is your preferred  
start date?:**

Have you previously applied for a place at this school?

**YES / NO** (*please circle*)

**Please note:** Local Authority schools will not consider more than one application for the same school within the same academic year unless there has been a significant material change.

## **Part 4 – Supporting Information**

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

1.

Has your child previously been in care and is now formally adopted?	<b>YES / NO</b> (please circle)
Is this application for a child currently in the care of a Local Authority?	<b>YES / NO</b> (please circle)
If <b>Yes</b> , which Local Authority? : _____	
Name of Social Worker: _____	
Contact Number: _____	
If you have answered <b>Yes</b> to either of the questions above, has the Virtual School been consulted about a change of school?	<b>YES / NO</b> (please circle)
If <b>not</b> , please ensure you send a copy of this application form to <a href="mailto:thevirtualschool@somerset.gov.uk">thevirtualschool@somerset.gov.uk</a> before submitting this form to the preferred school.	

2.

Does your child have an Education Health and Care Plan or a Statement of Special Educational Needs (SEN)?	<b>YES / NO</b> (please circle)
If <b>YES</b> please speak to the SEN Casework Team by contacting 0300 123 2224. <b><u>If your child does have an Education Health and Care Plan or a Statement of Special Educational Needs you do not need to complete this form.</u></b>	
If <b>NO</b> , 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)	<b>YES / NO</b> (please circle)
Does your child have any specific disability of which a school should be aware?	<b>YES / NO</b> (please circle)
If Yes, please supply any relevant information.	

3.

Does your child hold EEA (European Economic Area) citizenship?	<b>YES / NO</b> (please circle)
If you have indicated ' <b>No</b> ', please attach a copy of your child's immigration documents.	

4.

Are you involved with the life and worship of a church?	<b>YES / NO</b> (please circle)
If <b>YES</b> 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?	<b>YES / NO</b> (please circle)
If <b>YES</b> 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.	
Please tick if included <input type="checkbox"/>	

5. Will there be any siblings on roll at your preferred school 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

6.

Are either parents/carers members of staff at the preferred school?	<b>YES / NO</b> ( <i>please circle</i> )
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7. Fair Access Criteria – please tick if any of the following applies to your child. (Please note that ticking one of the boxes below does not guarantee a place at your preferred school. It will enable the Fair Access Protocol to be invoked should you be unable to secure a school place under the normal in year admission process)

a) Children from the criminal justice system or Pupil Referral Unit or alternative provision who need to be reintegrated into mainstream education	
b) Children who have been out of education for two months or more	
c) Children of Gypsies, Roma, Travellers, refugees and asylum seekers	
d) Children who are homeless	
e) Children / family working with Children's Social Care or Health professional	
f) Children who are carers	
g) Children with special educational need, disabilities or medical conditions (but without statement)	
h) Children known to the police or a number of other agencies	
i) Children who have to move school because of domestic violence (whether staying in a refuge of with friends/other relatives)	
j) Children in Year 6 and Year 10 pupils (from summer term)	
k) Children in Year 11	
l) Children of UK Service Personnel	
m) Any other children who arrive in Somerset outside the normal admissions round who have difficulty securing a place	
n) Children at risk of permanent exclusion from school	
o) Children whose behaviour is a cause for concern	
p) Children with poor attendance of 85% or less in the current or previous academic year	

### **Part 5 - 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:	<b>Do you have legal Parental Responsibility for this child?</b> ( <i>please circle</i> ) <b>YES / NO</b>

## Part 6 - Declaration

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 on this application form and that the information I have provided is correct. I accept that the Admission Authority 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 Admission 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 different.

I accept that where parents equally share parental responsibility and two applications are submitted for the same child, the Admission 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 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 Admissions Authority may undertake thorough residency checks and reserves the right to request independent confirmation of the child's address.

### Notification regarding the processing of any personal data supplied in this form

**Data Controller:** Somerset County Council

**DPO contact** – [informationgovernance@somerset.gov.uk](mailto:informationgovernance@somerset.gov.uk)

**Purpose for processing:** 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.

**Legal basis for processing:** For sections 1 to 7: **By law:** The School Admissions Code 2014 which is statutory guidance for Local Authorities states that Local Authorities must provide a common application form that enables parents to express their preference for a place at any state funded school and Schedule 5 of the Deed of Development Consent Obligations relating to Hinkley Point C, Somerset. **Legitimate Interests:** For the prevention and detection of crime (Fraud Act 2006) and to help improve services. For section 8: Consent: we will only share your information with preferred schools if you indicate this, and you can withdraw your consent at any time.

**Data Sharing** – the personal data provided will be shared with early years settings, health authorities, schools, academies and free schools and may also be shared with other SCC service providers, the Department for Education, Somerset County Councils software supplier and School Appeal Panels. If you are applying for a school outside Somerset it may be shared with other Local Authorities and schools and academies in their area. Data may be shared by schools with a private admissions provider. If you indicate you are moving to work at the Hinkley Point site statistics will be shared with EDF Energy but no personal data will be shared. SCC will not disclose this information to any unauthorised person or body.

**Transfers abroad:** this data is held within the EU and is accessible by the approved application provider.

**Data Retention:** The personal data supplied on this form will be retained for as long as is necessary to meet our statutory requirements and legitimate interests and it will be disposed of in a manner appropriate to its sensitivity.

**Your Rights:** You have the right to ask Somerset County Council to a copy of your data, the right to rectify or erase your personal data, and the right to object to processing. However these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

**Consequences:** For sections 1 to 7: If you do not supply this information to us, we will not be able to process your application for a school place for your child.

For more information see [www.somerset.gov.uk/privacy](http://www.somerset.gov.uk/privacy)

**Signature of Parent/Carer/ Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Part 7 – 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) including proof of address, please ensure that you have signed the declaration in Part 6 and then submit your completed application to your preferred school.

## **Sections 8 and 9**

### **IMPORTANT INFORMATION**

The information requested in parts 8 and 9 **will not** be used to make the decision whether or not to offer your child a school place. This information is used solely for the purpose of identifying whether your child meets the criteria for consideration under Fair Access and to assist the new school with planning for your child's admission. You will be neither advantaged nor disadvantaged by completing these sections.

Moving school for whatever reason is a very important decision to make.

The Local Authority would strongly advise you to:

1. Discuss the move with your child's current school before taking the decision to transfer your child to another school.
2. Visit your all preferred schools before making an application

Part 8 to be completed by parent/carer

Part 9 to be completed by current or previous school

**There is no statutory requirement to complete sections 8 and 9 however we would encourage you to consider sharing information about your child.**

By signing I understand that any information provided in sections 8 and 9 will be shared with the schools for which I have made a preference.

Please tick the box if you would like the Admission Authority to obtain the information contained in part 9 from your child's current or previous school on your behalf ☐

Print name:

Signature of parent / Guardian:

If completed, please send sections 8 and 9 with your application form to your preferred school.

**Not to be used to make a decision as to whether or not a place is offered. This information is to be used for the purposes of assisting the new school with planning for your child's admission.**

### **Part 8 – Additional Information**

#### **Reason for leaving**

Permanently excluded ☐

Fixed term excluded ☐

Other ☐ (Please provide details)

Why do you want your child to change school? (Please give as much further information as you can, using a separate sheet if required.)

I have discussed my reasons for wanting to change school with my child's current school. ☐

Please provide the name of the person(s) you have spoken to at your child's current school –

Date of any meetings -

Have any of the following services been involved with your child in the last 3 years? **YES / NO** (please circle)

(Please tick all relevant boxes below)

Parent Family Support Advisor (PFSA) <input type="checkbox"/>	Access Liaison Officer <input type="checkbox"/>
Medical tuition team <input type="checkbox"/>	Educational Psychologist <input type="checkbox"/>
Children's Social Care <input type="checkbox"/>	Child and Adolescent Mental Health Service <input type="checkbox"/>
Behaviour Support Worker <input type="checkbox"/>	Physical Impairment Team <input type="checkbox"/>
Elective Home Education Team <input type="checkbox"/>	Traveller Education Service <input type="checkbox"/>
Safeguarding Children Team <input type="checkbox"/>	Speech, Language and Communication Team, <input type="checkbox"/>
Autism Team <input type="checkbox"/>	Children's Autism Outreach Team <input type="checkbox"/>

Other – (Please specify) \_\_\_\_\_

Is your child attending school regularly? Yes ☐ No ☐

If no, is an Education Attendance Officer involved? Yes ☐ No ☐

If your child is not attending regularly, please state why.

**Not to be used to make a decision as to whether or not a place is offered. This information is to be used for the purposes of assisting the new school with planning for your child's admission.**

**Part 9 – Information for your child's current or previous school to complete**

**In Year Admissions Additional Information**

**Please ask an appropriate member of staff at your child's current school, for example the Headteacher or Head of Year to complete and sign this form. Please note there is no statutory requirement to complete this section.**

Pupil's name	Date of Birth
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Attendance %	Period covered
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<b>Additional Needs</b>					
School Action	Yes	No	School Action Plus/pupil specific funding	Yes	No
Individual Education Plan or Pastoral Support Plan	Yes	No	EHCP/Statement of SEN	Yes	No
Agencies involved –					
N.C. SATS Levels		Maths	English	Science	
KS1					
KS2					
KS3					
CATS Score	Verbal	Non Verbal	Quantitative	Mean	

Options for Y10/11 students	
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Student Strengths/Interests/Achievements	
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Please indicate based on the student's last progress report.  
Is the student –

Academically confident	YES	1	2	3	4	5	No
Stable peer relationships	YES	1	2	3	4	5	No
Well motivated	YES	1	2	3	4	5	No
Behaviour	Outstanding	1	2	3	4	5	Poor

Medical history / concerns	
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Other relevant information you would like to make the receiving school aware of:
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Print name:

Position in school:

Signature: