

This form is for parent(s)/carer(s) who wish to change their child's school during the school year. Do not use this form for children starting school in reception, transferring from infant to junior school or transferring from primary or junior to secondary school.

Please complete one form for each child requiring a school place. All sections must be fully completed, additional delays may be incurred if there is any missing information. The Council reserves the right to request further information and/or evidence at any time.

Please note that for some schools you may provide additional information to support your application, for example, a supplementary information form and/or a Baptism Certificate.

The admissions policy, which includes the in-year application process, definitions, over subscription criteria and supplementary information form(s) (where relevant) for North Somerset schools can be found at [www.n-somerset.gov.uk/admissions/arrangements-policies-consultations](http://www.n-somerset.gov.uk/admissions/arrangements-policies-consultations)

Except for deferred entry for Reception Year Group children, applications will not normally be considered until approximately 35 days for those moving house and 21 days for those not moving house, in advance of the date when the place is required. However in year transfer applications for admission in September 2018 will be considered from 1 July 2018.

Applications are normally processed within 10 school days of receiving a complete application. Please note that this may not be possible during school holidays, as part of the admissions process involves contacting the schools, who typically are not available during school holidays.

Applications will be accepted for children who meet one or more of the following:

- are resident in the UK
- hold full British Citizen Passports
- are from countries whose passports have been endorsed to show that they have the right to abode in this country
- are from the European Economic Area (EEA)

Applications for children who do not meet one of the above will usually not be accepted until the child is in this country. Applicants from EEA countries will be required to provide a copy of the child's passport to confirm that the child is a resident of an EEA country. Applicants for children from non-EEA countries will be required to provide copies of the child's and applicant's passport and visa in order to confirm they are entitled to receive a state funded education in England.

Home to school transport guidance and information is available at [www.n-somerset.gov.uk/schooltransport](http://www.n-somerset.gov.uk/schooltransport)

Please return your completed form by email or post. Please contact us if you have any queries.

email: admissions@n-somerset.gov.uk  
post: North Somerset Council, School Admissions, Town Hall, Walliscote Grove Road,  
Weston-super-Mare, BS23 1UJ  
telephone: 01275 884 014 or 01275 884 078

Any forms intended for own admissions schools received by us will be forwarded to the school.

## 1. Child's details

First name (s)				
Middle name (s)				
Last name				
Date of birth	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Current year group				

Please see the school's admissions policy for information regarding admissions of children outside their normal age group, available at [www.n-somerset.gov.uk/admissions/arrangements-policies-consultations](http://www.n-somerset.gov.uk/admissions/arrangements-policies-consultations).

Current school	
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If the current school is/was outside of the UK please provide a copy of the child's passport and visa (if applicable).

Home address		
	Postcode	

If you are moving please put the child's current address here and the details of the new address in section 2. It is important that the child's address information is accurate. If any preference schools are over-subscribed, the distance between your child's home address and the school might be used when considering your application. Places gained at a school as a result of a fraudulent application will be withdrawn.

Council tax reference	
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If you are unable to provide a council tax reference number please provide an alternative proof of address, such as a utility bill, signed rental agreement or exchange/completion document. See section 2 if you are moving address.

Does the child have a Statement of Special Educational Needs/Education Health Care Plan or is a Statutory Assessment in progress?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Has this child been permanently excluded from a school on two or more occasions?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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'Children in Care' are children who are looked after by a council in accordance with Section 2 of the Children Act 1989(b). Is the child in the care of a council (sometimes referred to as being 'in care')?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please obtain the signature of the social worker involved

Social worker name	
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Social worker signature	
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Was this child previously in Care and immediately afterwards became subject to an adoption, residence or special guardianship order?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please provide independent confirmation, for example a letter from a social worker or local authority.

Is the child currently living in the United Kingdom?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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## 2. Moving address

Please only complete this section if you are moving address

Proposed new address

	Postcode	

Anticipated move date

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In order to be considered from your proposed new address, you must provide independent confirmation of it. If you are buying a property you must provide a solicitor's letter confirming that contracts have been exchanged and a completion date set. If you will be renting, a copy of the tenancy agreement signed by both parties (landlord and tenant) is required.

Your application will not be considered from the proposed new address unless independent confirmation is received. If independent confirmation is not received your application will be considered from your current address.

## 3. Fair access

Each Local Authority must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the Local Authority must ensure that no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The fair access protocol is available at [www.n-somerset.gov.uk/admissions/arrangements-policies-consultations](http://www.n-somerset.gov.uk/admissions/arrangements-policies-consultations)

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.)

Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education.

Children who have been out of education for two months or more.

Children of Gypsies, Roma, Travellers, refugees and asylum seekers.

Children who are homeless.

Children with unsupportive family backgrounds for whom a place has not been sought.

Children who are carers.

Children with special educational needs, disabilities or medical conditions (but without a Statement or EHCP).

## 4. Preference (s)

List schools you wish to apply for in the order you prefer them and provide details of any siblings for whom you wish to claim sibling priority. You can also include reasons for your preference, but please note that all allocations must be made in accordance with the oversubscription criteria for each of the schools. Giving reasons does not guarantee a place at your preferred school.

What date is the school place required?

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1st preference

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2nd preference

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3rd preference

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Reasons for preference(s) (optional) continue on a separate sheet if necessary

### Sibling details

Complete this section if the child has a sibling at any of the schools you are applying for. Please see the school's admissions policy for the definition of a sibling, available at

[www.n-somerset.gov.uk/admissions/arrangements-policies-consultations](http://www.n-somerset.gov.uk/admissions/arrangements-policies-consultations)

Sibling first name(s)				
Sibling last name				
Sibling date of birth	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Sibling current school				

### Member of staff

Complete this section if the child has a parent who is a member of staff at the school – this is only relevant for schools that have children of staff as part of their oversubscription criteria. Please see the school's admissions policy for the oversubscription criteria and definition of a member of staff (if relevant), available at

[www.n-somerset.gov.uk/admissions/arrangements-policies-consultations](http://www.n-somerset.gov.uk/admissions/arrangements-policies-consultations)

School name			
Staff member name			

### 5. Your details

Title			
First name (s)			
Middle name (s)			
Last name			
Home Phone	Work Phone		
Mobile Phone	Email address		

Address	Tick if your home address is the same as the child's or complete the address section below if your home address is different to the child's	<input type="checkbox"/>
		Postcode

Relationship to child <i>e.g. mother, father</i>				
Do you have parental responsibility for, and are you the main carer of, the child?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If no, you must attach a letter explaining the reasons why you are applying, rather than a person with parental responsibility. Any evidence to support the application should accompany the letter. Applications are normally only considered if they are made by a person with parental responsibility as the main carer for the child. The reasons will be considered and if deemed acceptable, the application will be processed. If not deemed acceptable, the application will be returned for the signature of the person with parental responsibility.

## 6. Declaration

The information which you give when completing your application form will be used in accordance with the Data Protection Act 1998 for the following purposes:

- To enable the council to create an electronic and paper record of your application
- To enable the application to be processed which will include sharing the application details with schools and other council departments for the purpose of verifying the accuracy of the application and, if you are also applying for a school outside of North Somerset, sharing with other councils and schools in their area
- Sharing with North Somerset Community Partnership for the purpose of delivering School Nursing services
- Sharing with Early Years setting (e.g. pre-schools), to confirm if an application has been submitted and so that the setting and school can communicate to ensure a smooth transition for your child
- To enable the organisation to compile statistics, or to assist other organisations to do so provided that no statistical information that would identify you as an individual will be published
- In line with the Digital Economy Act 2017, the information provided may also be shared with other public bodies as defined in the Act, if it is considered necessary for the purposes of: improving health, economic or social well-being of the child; detection and combatting of crime or fraud; retrieving funds owed to a public body; improving service delivery; or statistical analysis

The information will be kept securely. More information on how your information is processed by the local authority is available on the North Somerset Council website: <http://www.n-somerset.gov.uk/my-council/data-protection-foi/data-protection/dataprotection/>

I understand that by signing this declaration I will be confirming that all the details given are to the best of my knowledge correct. I accept that any place offered may be withdrawn if it has been obtained by providing fraudulent or intentionally misleading information.

I confirm that if any of my preferences are for an own admission authority school, I have read the school's own admissions policy. If applying under a religious criterion I have checked to see if a certificate, a letter from a Church/ religious leader and/ or supplementary form is required to support my application and have checked the address where it should be received.

**Please tick if you would prefer to receive your outcome letter by email instead of by post**

Please note the outcome letter contains your child's name, address, date of birth and the offered school place (where relevant). By ticking this box you are accepting full responsibility and liability for the council sending this information via unencrypted and unsecured email. Please ensure you provide a valid email address in section 5.

Signature

Date