

GLOUCESTERSHIRE IN YEAR ADMISSIONS COMMON APPLICATION FORM
You must complete this form and return to your preferred school to request a school place

	CHILD'S DETAILS	PERMANENT HOME ADDRESS			
SURNAME		Please supply <u>proof of your address</u> – see note 2.			
FIRST NAMES					
MALE/FEMALE					
DATE OF BIRTH	Dd/mm/yy				
Current Year Group		If you are moving house , please give your <u>new address</u> and the date of your house move – see note 2 :			
Current or last school name and phone number					
	Tel:				
Date school place is required		Is your child currently in school?	Yes	No	Date last attended school
Date of application		Your Child's Nationality			

Preferred Gloucestershire School – Transport assistance is usually only given to your nearest school. If you move to a school further away from your current address you may lose any entitlement.

Name of school	Reason for preference

If your child has a **sibling*** who is **already** attending a school which you are applying for, please give details below in order to clarify family connections.

**For definition of 'sibling' please see schools over subscription criteria or admissions policy, available on their website.*

Name of School	Brother or Sister (full names)	Date of Birth	Year Group	Date started

Does your child have a **Statement of Special Educational Needs**? Yes No
n.b. this does not include School Action or School Action Plus categories.

Is your child **in the care of a Local Authority**? If so, please give details below. Yes No

Does your child have a **Social Worker**? If so, please give details below. Yes No

Name of Social Worker and contact details.	Name of Local Authority responsible for your child's care

Date received by LA/School			
For school use only			
School place offered	Yes	No	Expected start date:
If place NOT offered, have parents been advised of appeal process			Any additional information given to parents:
Parent referred back to In Year Admissions			Date referred:
Number of pupils on Roll in this year group (not class size) – including the above child if a place has been offered			

Additional Information that may support your application

<p>Are you serving members of the Armed Forces or Crown Servants such as GCHQ Personnel? MOD, FCO, GCHQ and other Crown Servants should submit this form as soon as a relocation or posting has been confirmed.</p> <p>Yes No</p>	<p>Please attach relevant proof of posting such as posting order or letter from your commanding officer.</p> <p>If you wish us to liaise with you welfare officer, please provide details:</p>
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<p>Has your child been Permanently Excluded during their school career?</p> <p>If yes please give details below:</p>	<p>Yes No</p>
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If you are applying for a Year 10 or 11 place, please indicate below which course options your child is studying (please indicate exam board if known and the type of qualification e.g. GCSE, BTEC etc):

Please note: only people with parental responsibility, or professionals working with the family such as social workers, should be making this application. We cannot speak to family members (such as Step-Parents or Grandparents) unless they have parental responsibility as assigned through the courts.

Does anyone else have joint parental responsibility for this child, such as a grandparent or another parent living at a different address? **Yes / No**

Name..... Contact Number.....
 Address:
 Relationship.....

Are all parties in agreement with this move Yes/No – If No please contact the In Year team for further advice on **01452 426015** or inyear.admissions@gloucestershire.gov.uk

If you would like us to liaise with a family worker or an interpreter please give their details:

Name.....Role/Position/Relationship.....
 Contact Number.....

I certify that the above information is correct. I do have parental responsibility for the child I am applying for. I understand that giving false information will mean the withdrawal of the offer of a school place and possible prosecution under the Perjury Act.

Parent/Carer Name...Mr/Mrs/Miss/Ms/Other (Please specify).....

 Relationship to child.....
 SIGNATURE: _____ Date: ___/___/_____
 Contact details: Home telephone number..... Mobile number.....
 Email address (please make sure the email address is in the correct format):

If we are unable to offer your child a place, we will pass your details on to Gloucestershire County Council who will help you find another school. If you intend to stay at your current school should you be unsuccessful please tick here:

To be eligible for consideration of a grammar school place you must have sat the relevant selective test with the school in question.

A school may need to clarify if the pupil requires additional support to ensure the school can meet the needs of the child. The school reserves the right to contact the child's previous school.

Please ensure the details are correct and it is your child's permanent home address; **NOT** the address of a business, a relative, a friend, a childminder, a temporary address or an address to which you hope to move. Please read the Council's official guidance booklet, the schools admissions criteria and the Education transport leaflet, before completing this form – all available on the Council's our website. If you have any general queries, which are not answered in the published literature, please contact the In-Year Admissions Team for further advice and guidance inyear.admissions@gloucestershire.gov.uk Tel: **01452 426015**

Data Protection Act. The information you provide on the application form, and any additional information you wish to provide will be used for the purpose of allocating a school place for your child. We will share the information internally within the school and with the Council. If your application is for a school in another county we will also share it with other relevant Local Authorities. We will safeguard your personal details and will not divulge them to any other individuals or organisations for any other purposes. The information collected may also be used for the wider purpose of providing statistical data used to assist with monitoring provision and/or areas of need in order to target future resources. If you have a query or concern regarding this, please contact the In-Year Admissions Manager at the address/telephone number at the head of this letter.

Notes and Information on the In Year Process

Further information may be found at www.gloucestershire.gov.uk/schooladmissions

1. Please check that details, such as name, date of birth and address are entered accurately. Any error could lead to a delay in processing the application.
2. Proof of address is required for every application, should the school receive more applicants than places available. If you are moving house, we will require proof of your new address for distance purposes.
3. If you have not been in the Gloucestershire Education System before you may be asked to supply proof of date of birth to ensure your child is placed in the appropriate year group.
4. If your child has a Statement of Special Educational Needs please contact the SEN team at Gloucestershire County Council Tel: **01452 425033**
5. If a school holds a waiting list, positions can go up as well as down based on the oversubscription criteria of the school and the circumstances of children. School vacancies change on a daily basis.
6. You are advised not to remove your child from their current school until you have a confirmed place at another school.
7. If your preferred school is located in a local authority outside Gloucestershire, you must apply directly to the Admissions Authority of your preferred school/academy.
8. Transport will only be provided to children who are attending their nearest school, in line with Gloucestershire County Council's policy. If your nearest school is full, Gloucestershire County Council will require a copy of their letter to you advising that they are unable to admit your child, and a copy of this letter must be submitted with your transport request.

Gloucestershire County Council have a dedicated In-year Admissions Team to assist parents in finding a school place. They can be contacted on 01452 426015 or inyear.admissions@gloucestershire.gov.uk