

This form is for parent(s)/carer(s) who wish to change their child's school. 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 place. Please complete in BLOCK CAPITAL LETTERS and use black ink or email to admissions@n-somerset.gov.uk. All sections must be fully completed, additional delays may be incurred if there is any missing information. We reserve the right to request further evidence, such as proof of your address, 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 arrangements, 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 on our website at www.n-somerset.gov.uk/admissions

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 2017 will be considered from 1 July 2017.

We aim to process applications within 10 working days of receiving a completed 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 may be asked to confirm that the child(ren) is a resident of an EEA country. Applicants for children from non-EEA countries may be required to provide copies of the child's and/or their passport and/or visa in order to confirm that they are entitled to receive state funded education in this country.

Transport guidance and information is available on our website at www.n-somerset.gov.uk/schooltransport

Return your completed form by email or post to the addresses below. Please contact us if you have anything you'd like to discuss relating to your application.

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"/>
Address				
	Postcode			
Current school				

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

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

Social worker signature

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. 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 – this is optional. Please continue on a separate sheet of paper if necessary.

Please indicate 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. For the purposes of this form, a member of staff is someone who is employed at the preferred school, on a permanent contract at the school for at least two years, or a member of staff who has been recruited to fill a post for which there is a demonstrable skill shortage.

First preference

School name

Sibling details

First name (s)

Last name

Date of birth

Male

Female

Member of staff?

Yes

No

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

Second preference

School name

Sibling details

First name (s)

Last name

Date of birth

Male

Female

Member of staff?

Yes

No

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

Third preference

School name

Sibling details

First name (s)

Last name

Date of birth

Male

Female

Member of staff?

Yes

No

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

What date is the school place required? (dd/mm/yy)

3. Your details

Title

First name (s)

Middle name (s)

Last name

Relationship to child

Phone

Email

Address

please tick if same as child

Postcode

Do you have parental responsibility for, and are you the main carer of, the child?

Yes

No

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.

4. Moving address

Please only complete this section if you are moving address

Proposed new address

Postcode

Anticipated move date

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 until independent confirmation is received.

If you are not providing independent confirmation, do you want your application considered from your current address? Yes

No

5. Data protection

The information that you give on this form will be used for the purpose of processing your application. The information will be shared with schools. It may also be shared with other council departments for the purpose of verifying the accuracy of the application. The council may also share information about your child with the relevant Health Trust.

Please note the outcome letter contains your child's name, address, date of birth and the offered school place (where relevant).

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

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 3.

6. Declaration

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.

Signature

Date