GLOUCESTERSHIRE IN YEAR ADMISSIONS COMMON APPLICATION FORM

Please complete this form and send to your preferred school to request a school place

You must be notified in writing by the school of their decision between 10 – 15 days after the school has received your application

SCHOOL USE ONLY			
	Date received: **School place offered:** *Yes/No*	**Has proof of address and D.O.B been provided:**	**If place NOT offered, have parents been advised of appeal process:**
	Expected start date:	**Number on Roll in this year group including place being offered:**	**Date parent referred back to In Year Admissions:** **A copy of this form must be returned to the LA within 2 school days of decision**

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 about this application (such as step-parents or Grandparents) unless they have applied for Parental Responsibility or a Special Guardianship Order **(SGO)** assigned through the courts, proof of which should be provided. *See note 9*

CHILD'S DETAILS		**CURRENT HOME ADDRESS**
SURNAME		Please **COMPLETE** and supply **proof of address** – *see note 2*
FIRST NAME		
MIDDLE NAME(S)		
MALE/FEMALE		
DATE OF BIRTH (DD/MM/YY)		
Current Year Group		If you are **moving house**, please give your **new address** and the date of move and provide proof– *see note 2*
Current or last school name and phone number	**Tel:**	**Move Date:**

Date school place is required		**Is your child currently in school?**	*Yes/No*	**If No, date last attended school**	
Do you intend to keep your child at their current school should you be unsuccessful	*Yes/No*	**Your Child's Nationality**			
		Country of Birth			
Do you wish to be added to the School's waiting list should this application be unsuccessful – *see note 3* - *Yes/No*					

School place required at:

The following link will provide detailed information on schools in your area:-
https://www.gloucestershire.gov.uk/education-and-learning/find-a-school/

Name of Gloucestershire school	Reason for preference

To be eligible for consideration of a grammar school place your child must sit the relevant selection test with the school in question. Please contact the grammar school directly for further information.

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 **EHCP (Educational Health and Care Plan)**? *Yes/No*
N.B. this does not include SEN support.

Is your child **in the care of a Local Authority, a previously looked after child or an Internationally adopted previously looked after child (IAPLAC) ?**
For definition see page 14 of the In-Year School Admissions Guidance Booklet.
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

Additional Information that may support your application

Are you serving members of the Armed Forces or Crown Servants such as GCHQ Personnel? *Yes/No*	Please attach relevant proof of posting such as posting order or letter from your commanding officer. If you wish us to liaise with your welfare officer, please provide details:

Has your child been Permanently Excluded during their school career? *Yes/No*
If yes please give details below:

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):

Does anyone else have **joint parental responsibility** for this child other than the person completing the application, e.g. mother or father living at the same or a different address to the child? *see note 9* ***Yes / No***

Name: ..... Contact Number: .....

Relationship to child: .....

Address if different to child: …….....

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 declare that the information contained in this application is true and I am aware that failure to provide accurate information may result in the child's offer or placement being withdrawn in accordance with paragraphs 2.12 and 2.13 of the Schools Admissions Code and also s 84 of the School Standards & Frameworks Act. I do have parental responsibility for the child I am applying for.
By completing and signing this application form, you will be giving your consent to share information as appropriate.

Mr/Mrs/Miss/Ms/Other (Please specify) ……

Parent/Carer Name: ……

Address if different to child: ……

Relationship to child: ……

SIGNATURE: …….. Date: ……../……./……

Home tel number…… Mobile number……..……

Email address (please make sure the email address is in the correct format):

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 – these are available on the Council's 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. In accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 we must inform you how we use this information. Gloucestershire County Council uses this information for the purposes of school admissions, in line with our responsibilities under the School Standards and Framework Act 1998. For further information on how we use this information, please view our Privacy Notice which can be found online at:-
https://www.gloucestershire.gov.uk/council-and-democracy/data-protection/service-specific-privacy-notices/ (**Education – Children with Additional Needs)**
If you have a query or concern regarding this, please contact the In-Year Admissions Manager at the following address:-

In-year Admissions
Access to Education
Gloucestershire County Council
Shire Hall, Westgate Street,
Gloucester, GL1 2TP

Notes and Information on the In Year Process

Further information may be found at www.gloucestershire.gov.uk/schooladmissions
and also
http://www.gloucestershire.gov.uk/article/111007/Applying-for-a-school-place-during-the-school-year-in-year-applications

1. Send the completed application form by email or post to your preferred school(s). 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 current address is required for every application, should the school receive more applicants than places available. If you are moving house, they will require proof of your new address for distance purposes.

3. Waiting lists will remain active until the end of the current academic year. Should you wish to remain on the waiting list you will need to reapply at the start of the next academic year. Waiting list positions can go up as well as down based on the oversubscription criteria of the school. School vacancies can change on a daily basis.

4. 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.

5. If your child has a Statement of Special Educational Needs or has a Educational Health Care Plan please contact the SEN team at Gloucestershire County Council **Tel: 01452 427815**

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. 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. Please see our website for further information:-

   http://www.gloucestershire.gov.uk/education-and-learning/school-transport-and-free-school-meals/

9. Both a child's natural parents have parental responsibility if they are, or ever have been, married to each other. If parents have never married, the mother has parental responsibility automatically. Unmarried fathers acquire parental responsibility for their children in different ways, depending on when their children are born. Parental responsibility for children born before 1st December 2003 is obtained by:

   - Marriage to the natural mother of their child or by obtaining a parental responsibility order from the court.
   - Registering a parental responsibility agreement with the court or by an application to court.

   Parental responsibility for children born after 1st December 2003 is obtained by:
   - Registering the child's birth jointly with the mother at the time of birth
   - Re-registration of the birth by the natural father
   - Marriage to the natural mother of their child or by obtaining a parental responsibility order from the court
   - Registering with the court for parental responsibility.