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

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:
SCHOOL	Expected start date:	Number on Roll in this year group including place being offered:	Date parent referred back to In Year Admissions:

CHILD'S DETAILS				CURRENT HOME ADDRESS				
SURNAME				Please <b>COMPLETE</b> and supply j		ply <b>proof of addres</b>	s <u>s</u> – <mark>see note 2</mark>	
FIRST NAMES								
MALE/FEMALE								
DATE OF BIRTH (DD/MM/YY)								
Current Year Group								
Current or last school name and phone number							ease give your <u>new</u> e proof– <mark>see <i>not</i>e 2</mark>	address and
	Tel:		Move Date:					
Date school place is required		Is your child currently in s			Yes/No		No, date last ended school	
Do you intend to keep your child at their current school should you be unsuccessful		Yes/No	Yo	Your Child's Nationality				
			Со	Country of Birth				
Do you wish to be adde	ed to the Sch	ool's wait	ing	list should	d this app	licat	tion be unsucce	essful – <mark>see</mark>

## School place required at:

The following link will provide detailed information on schools in your area:https://gis.gloucestershire.gov.uk/LocalViewPub/Sites/Find a school/

Name of Gloucestershire 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 <b>EHCP (Educational Health and Care Plan)</b> ? Yes/N.B. this does not include SEN support.				
If so, please give details below. Yes/No	Yes/No			
lease give details below. Yes/No				
Name of Local Authority responsible for your o	hild's care			
r application				
order or letter from your commanding officer.				
ease indicate below which course options your chand the type of qualification e.g. GCSE, BTEC etc				
	If so, please give details below. Yes/No lease give details below. Yes/No  Name of Local Authority responsible for your complication  Please attach relevant proof of posting such as order or letter from your commanding officer. If you wish us to liaise with you welfare officer, provide details:  ring their school career? Yes/No			

**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 assigned through the courts, proof of which should be provided. See note 9

Does anyone else have joint parental responsibility for this child, such as another parent or grandparent

living at the same or a different address? Ye	es / No	
Name:	Contact Number:	
Address if different to child:		
Relationship to child:	ve Yes/No - If No please contact the In Year team for further	
If you would like us to liaise with a family wo	rker or an interpreter please give their details:	
Name	Role/Position/Relationship	
Contact Number		
applying for. I understand that giving fall school place and possible prosecution understand that giving fall school place and possible prosecution understand that giving fall school place and possible prosecution understand that giving fall school place and possible prosecution understand that giving fall school place and possible prosecution understand that giving fall school place and possible prosecution understand that giving fall school place and possible prosecution understand that giving fall school place and possible prosecution understand that giving fall school place and possible prosecution understand that giving fall school place and possible prosecution understand that giving fall school place and possible prosecution understand that giving fall school place and possible prosecution understand that giving fall school place and possible prosecution understand that giving fall school place and possible prosecution understand the prosecution of the prosecution of the prosecution of the prosecution of the place of the prosecution of	rrect. I do have parental responsibility for the child I am lse information will mean the withdrawal of the offer of a under the Perjury Act.  (Please specify)	
Address if different to child:		
Relationship to child:		
SIGNATURE:        //		
Home tel number	Mobile number	
Email address (please make sure the email	address is in the correct format):	

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.

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 <a href="mailto:inyear.admissions@gloucestershire.gov.uk">inyear.admissions@gloucestershire.gov.uk</a> **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. 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 following address:-

In Year Admissions
Access to Learning – Education, Learning and Libraries
Gloucestershire County Council
Shire Hall,
Westgate Street,
Gloucester, GL1 2TP

## Notes and Information on the In Year Process

Further information may be found at <a href="https://www.gloucestershire.gov.uk/schooladmissions">www.gloucestershire.gov.uk/schooladmissions</a> and also

http://www.gloucestershire.gov.uk/article/111007/Applying-for-a-school-place-during-the-school-year-in-year-applications

- 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 current 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. 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 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.