In-year application form for admission to school

Admission to schools: Guide for parents 2019-2020 gives full details of the admission process together with information on individual Nottinghamshire schools. This is available at www.nottinghamshire.gov.uk/admissions and in all schools.

Places must be taken up by the start of the next half term. For places allocated in the summer term 2020, the place must be taken up before the end of the summer term 2019.

SECTION A – YOUR CHILD’S DETAILS

Full legal name: ____________________________

Current school: ____________________________

Address: (this must be the address at which your child is permanently living) ____________________________

Date of birth: ____________________________

Please tick: Girl ☐ Boy ☐

If your child is known by another name please give details: ____________________________

Looked after children* and previously looked after children*

All schools must give highest priority within the admission oversubscription criteria to these children. If your child is looked after or previously looked after, please detail the local authority below, for example Nottinghamshire.

A social worker must also countersign the declaration overleaf.

For previously looked after children additional information must be included with your application.

Local Authority: ____________________________

Education, health and care plan (EHCP)

If your child has an EHCP please detail the local authority below, for example Nottinghamshire. The Integrated Children’s Disability Service is responsible for placing children with an EHCP and you should contact them for further advice (0115 804 1275).

Local Authority: ____________________________

SECTION B – YOUR PREFERRED SCHOOLS IN PRIORITY ORDER

Date place required: ____________________________

Applications can be made up to 6 weeks before the place is required.

Reasons for preference

Children benefit from continuity of teaching and learning. If you have not moved house, please ensure that you have discussed this request with your child’s current headteacher before submitting your application. If you still wish to transfer your child from one school to another, please indicate your reasons below. Any additional supporting written evidence stating why this transfer is in the best interests of your child should be attached to your application.

*Some definitions may vary. It is important that you refer to the admission arrangements for the school(s) that you are applying for.
**SECTION B - CONTINUED**

List your 4 preferred schools in priority order

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Reasons for preference.

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**SECTION C – APPLICANT DETAILS & DECLARATION**

Please note: this information is only used for the purposes of contacting you and does not form part of the admission process

Title: Please tick

- [ ] Mr
- [ ] Mrs
- [ ] Miss
- [ ] Miss
- [ ] Other – Please state (i.e. Dr/Rev)

Applicant’s full name

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Relationship to child: Please tick

- [ ] Mother
- [ ] Father
- [ ] Other
- [ ] Step parent
- [ ] Relative
- [ ] Social Worker
- [ ] Other family member

Do you have parental responsibility for this child? Please tick

- [ ] Yes
- [ ] No

If this child is looked after (refer definition in Admissions to schools: Guide for parents 2019-2020, Applying for school places in-year), you will also need your social worker to countersign the declaration below.

Date of house move:

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Telephone numbers:

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E-mail address:

- [ ]

Nottinghamshire County Council undertake random checks to verify that information provided by parents is genuine. If we receive an application where the address is proven to be fraudulent, any offer based on that address may be withdrawn.

1. I have read Nottinghamshire’s Admission to schools: Guide for parents 2019-2020, Applying for school places in-year and certify that the information given on this form is correct. I understand that a fraudulent or intentionally misleading application could result in any offer of a place being withdrawn.

2. I can confirm that I have parental responsibility and understand that my application can only be discussed with the applicant or agreed contact.

Your signature: 

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Date: 

Social worker’s signature:

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Date: 

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Nottinghamshire County Council is registered as a data controller with the Information Commissioner’s Office. The information you have provided about yourself and your child/children will be stored on our database so that we can process your application and manage school admissions. Information will only be shared with other admission authorities where it is necessary to do so to process your application. You can view Nottinghamshire County Council’s privacy statement online at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)