



**IN-YEAR**  
 Sept 2010- July 2011  
**APPLICATION**  
**FOR A SCHOOL**  
**PLACE**

after the normal point  
 of admission

**FOR BUCKINGHAMSHIRE RESIDENTS WHO ARE SEEKING ADMISSION TO A SCHOOL AFTER THE NORMAL POINT OF ADMISSION.**

Please read attached notes before completing the form, once complete return to address on page 4.

IF YOU ARE SEEKING ADMISSION FOR SEPTEMBER 2011 please visit our website [www.buckscc.gov.uk/schooladmission](http://www.buckscc.gov.uk/schooladmission) for information

**1. CHILD'S DETAILS**

<b>Legal surname</b>		<b>First Name(s)</b>	
<b>Date of Birth</b>	___/___/___	<b>Year Group:</b>	<b>Male / Female</b>
<b>Normal Home Address</b> (This is the address at which the child named above normally lives)	<b>Postcode:</b>		
<b>Council Tax is paid to:</b>	<b>Please enclose a council tax or utility bill with your application for this address.</b>		
<b>Name of current (or most recent) school/nursery</b>	If now left this school/nursery ,please give last date of attendance: ___/___/___		
<b>Address of school/nursery</b>			
<b>Telephone number (if not a Buckinghamshire school)</b>			

**2. YOUR DETAILS**

<b>Name(s) of parents/carers living at home address above</b>			
<b>Relationship to child</b>			
<b>Email address</b>			
<b>Home/Daytime telephone number</b>		<b>Alternative telephone number (e.g. mobile)</b>	
<b>If another adult has parental responsibility but does not live at the same address as the child, please include details below</b>			
<b>Office use only: RIG referral? Y / N</b>			
<b>By:</b>		<b>Date:</b>	

**3. YOUR SCHOOL PREFERENCES** (put any reasons for your preference on a separate sheet)

<b>First preference school</b> (name and postcode)	
<b>Second preference school</b> (name and postcode)	
<b>Third preference school</b> (name and postcode)	
<b>Are you applying on behalf of a 'child in care' of a Local Authority?</b>	<b>YES / NO</b>
If the answer above is 'Yes' please tell us which local authority supports the child and give a social worker contact name and telephone number.	
Name:	Tel:
<b>Does your child have any brothers or sisters attending your preferred school(s) or linked school(s)?</b> A list of linked schools can be found in the Guide for Parents booklet	<b>YES / NO</b> If 'Yes' please give details of sibling's name, date of birth and school attended
<b>Does your child have exceptional medical or social reasons why he/she should attend any of your preferred schools?</b>	<b>YES / NO</b> If 'Yes' please attach details, you will need to include written support from an appropriate professional person. Please state which school you are applying to on this basis.
<b>Are you applying on religious grounds to any of the above schools?</b>	<b>YES / NO</b> If yes, you will need to complete a supplementary form (obtainable from the school) and return it to the address given on the form.

**4. REASON FOR REQUEST FOR ADMISSION OR TRANSFER**

<b>Date admission required</b>	
<b>Recent move to Buckinghamshire</b>  <input type="checkbox"/> Please tick if applicable  Move date ___/___/___	(Please give new address, and provide evidence of residence in form of the council tax bill for the property and a gas or electricity utility bill).  If you are moving to Buckinghamshire from abroad please complete this section, you will be asked to provide the evidence later once you have moved in.
<b>Transferring school within Buckinghamshire (and neighbouring authorities)</b>  <input type="checkbox"/> Please tick if applicable	(Please tell us your reasons for requesting a transfer of school)

**5. EDUCATIONAL FACTORS WE SHOULD BE AWARE OF**

<b>Does your child hold a statement of Special Educational Needs? (delete as appropriate)</b>	<b>YES / UNDERGOING ASSESSMENT / NO</b>
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If the answer above is 'Yes or ' undergoing assessment' please tell us which local authority is involved.

**Your child may not currently have a statement of Special Educational Needs but they may receive extra support in school for special needs. If so please indicate the type of support here:**

<b>Have you withdrawn your child from a school?</b>	<b>YES / NO</b>
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If 'yes' please indicate why: (e.g. Education Otherwise by parent, house move, school suggested move, you are requesting a transfer)

<b>Has your child been permanently or temporarily excluded from any of his/her previous schools?</b>	<b>YES / NO</b>
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Please confirm which school(s) and give date and reason

<b>Is your child currently supported by any other agencies? (for example, Social Services, Education Welfare Officers for attendance issues, Educational Psychology service, Child and Adult Mental Health Service, Ad-action, Youth Offending Team)</b>	<b>YES / NO</b> Supported by:
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**Please give us contact details so that we can ensure that your child can be supported through their change of schooling by appropriate professionals:**

**Is there anything else you think we need to know to process this application?**

**Please note: we may contact your child's previous school in order to process this application.**

## 6 PARENTAL DECLARATION

I certify that I have parental responsibility for the child named in Section 1, and that this application has the agreement of all parents/carers listed in section 2.

I wish to make application to the schools listed in Section 3, which I have ranked in my order of preference.

I confirm that the information I have provided is to the best of my knowledge correct and up to date. I understand if I give any false or deliberately misleading information on this form and/or supporting papers or withhold any relevant information, this may lead to the withdrawal of an offer of a school place for my child.

I hereby authorise the Council and/or any schools listed above to contact my child's previous school.

Signature of parent/carer:

Date: \_\_\_ / \_\_\_ / \_\_\_

Information supplied will be used for registration purposes under the Data Protection Act 1998.

Once completed you should return this form to:

Admissions & Transport Team, Achievement & Learning, County Hall, Aylesbury, Bucks  
HP20 1UZ Tel: 01296 383250 Fax: 01296 383560 email: [admissions@buckscc.gov.uk](mailto:admissions@buckscc.gov.uk)

**Ethnic Monitoring:** If your child is not currently in a Buckinghamshire school we will not currently hold this information and would be grateful if you could indicate your child's ethnic background. The information provided here is only used for monitoring purposes.

		Tick here			Tick here
<b>White</b>	<b>British</b>		<b>Asian/Asian British</b>	<b>Indian</b>	
	<b>Irish</b>			<b>Pakistani</b>	
	<b>Traveller of Irish Heritage</b>			<b>Bangladeshi</b>	
	<b>Gypsy/Roma</b>			<b>Any other Asian Background</b>	
	<b>Any other white background</b>		<b>Black/ Black British</b>	<b>Caribbean</b>	
<b>Mixed</b>	<b>White and Black Caribbean</b>			<b>African</b>	
	<b>White and Black African</b>			<b>Any other Black Background</b>	
	<b>White and Asian</b>		<b>Any other ethnic background</b>		
	<b>Any other mixed background</b>				
<b>Chinese</b>	<b>Chinese</b>				

## SUPPORTING NOTES - to help you make an application for a school place.

### 1. CHILD'S DETAILS

The legal surname is the one on your child's birth certificate, adoption certificate or change of name deed poll. Please tell us if your child uses a different surname on a day to day basis.

The address on the application form should be the child's normal home address at the time of application. Please include a Council Tax statement or utility bill to show you currently live at the address given.

### 2. YOUR DETAILS

The first part of this section should be completed with the details of all of the parent(s)/carer(s) living at the address shown in Section 1 who have parental responsibility for the child.

You may also give us details of any other adult who has parental responsibility for the child.

You may find the following information regarding parental responsibility useful:

**'If a father is not married to a child's mother, it may only be the mother who has responsibility for the child in law.** This is automatic, from the birth of the child. The father may not have parental responsibility automatically, and can only acquire it by the mother giving it to him, or by the court ordering it.

**If the child was born after the 1st December 2003 and the father's name is on the birth certificate he will also have parental responsibility.'**

### 3. YOUR SCHOOL PREFERENCES

**Preferences:** You can list up to 3 schools that you would like your child to attend in this section. They can be located with Buckinghamshire or in a neighbouring County or Borough. You should list the schools in priority order so that the school you would most like your child to attend is listed first. You can give us reasons for your preference – if you want to do so you can enclose a separate sheet. Sometimes schools have similar names so it is helpful to add their postcode. School information is available in the parent's guides on our website – see 'Useful Information'.

**Is your child 'a child in care' of a Local Authority?** Some children are cared for by a Local Authority, and a Social Worker will act as parent for the child. If your child is supported by a Social Worker please give us their name and contact details.

**Siblings:** If your child has a brother or sister already attending one of the schools you have listed in Section 3 (or a linked schools) please give their details (name and date of birth) in the space provided. A sibling is defined as one of two or more individuals who have one or more parents in common, or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility. Linked schools are infant/junior schools on the same site. Linked schools are shown on the school list in the primary Guide.

**Exceptional Reasons:** These will only be considered if evidence is provided. If your child has a disability and you have decided on your preferences taking this in mind, and you think your child has a disability as defined in the Disability Discrimination Act 2001 please give us more details. Add a separate sheet if necessary.

**Religious grounds:** If the school you are listing as a preference is a voluntary-aided school then you will need to complete a supplementary form and return it to the school. If it is a voluntary-controlled school you can use the supplementary form on the website or in the back of a primary Guide.

#### 4. REASONS FOR REQUEST FOR ADMISSION OR TRANSFER

Please tell us when you would like your child to start the new school.

If you are moving to Buckinghamshire from an address within England and are applying to Buckinghamshire Schools in advance of that move then you should apply via your current home authority who will liaise with us. If you are moving to Buckinghamshire from outside that area then you should apply to us direct, and can do so in advance of your move. We will need to see proof of your move:

- Confirmation that your house purchase is legally binding (in other words, you have already exchanged and completed and are living in your new home); or
- A formal lease agreement
- Council Tax Account Number of the new property
- Evidence that you have sold, or are in the process of selling, your previous property, or that a previous lease agreement has expired.

If you are moving within Buckinghamshire please indicate your anticipated new address and proposed date of move. We will ask for confirmation of your new address as above.

We will usually offer a school place for immediate admission, or we may delay it to fit in with your anticipated move date. The furthest ahead we will offer a place is half a term in advance.

If your child already attends a Buckinghamshire school and the reason for changing schools is not as a result of an address move, please give us your reasons for moving your child. If this is due to problems at your child's current school we would expect you to have tried to resolve these difficulties with the school, and will contact your child's current headteacher. We will usually expect any transfer to be scheduled for the beginning of a term or half term unless a more immediate move is supported by your child's current headteacher/head of year. We may contact them regarding your move.

#### 5. EDUCATIONAL FACTORS

**Does your child hold a statement of Special Educational Needs?** A small number of children have a Statement of Special Educational Needs, which is a document written by the local authority detailing the needs that a child has in learning at school, and the measures which the school will take to help them. The admission of children who already have statements will be managed by the SEN team and this application will be passed to them.

**Other educational factors:** We are asking you for this information for two reasons:

1. Changing school can be a very worrying time for children and young people and it is important that the professionals in the school that they will be moving to have an opportunity to ensure that they understand the needs of the young person right from the start.
2. Your answers will help us to establish whether your application should be dealt with as a normal admission or as part of the Council's Fair Access Protocol.

Providing this information will help us to support you and your child effectively during their school move.

#### USEFUL INFORMATION

You can print this form and notes as a PDF from our website, where there is a page specifically for in-year admissions.

[http://www.buckscc.gov.uk/bcc/schools/admissions/immediate\\_admissions.page](http://www.buckscc.gov.uk/bcc/schools/admissions/immediate_admissions.page)

On this page there is some more information and links to the primary and secondary guides for parents, the DFE website, and our Fair Access Protocol.

You can also check your catchment school on this page.