



# APPLICATION FOR A PRIMARY SCHOOL PLACE after the normal point of admission

## FOR PUPILS WHO ARE SEEKING ADMISSION TO A PRIMARY SCHOOL AFTER THE NORMAL POINT OF ADMISSION.

To be completed by all parents seeking a PRIMARY school place into Reception to Year 6 (for the current 2009-2010 academic year). Please read attached notes before completing the form.

IF YOU ARE SEEKING ADMISSION FOR RECEPTION OR YEAR 3 FOR SEPTEMBER 2010 PLEASE COMPLETE THE FORM FOR 2009/2010 ADMISSION, WHICH IS AVAILABLE FROM YOUR LOCAL PRIMARY SCHOOL OR THE ADMISSIONS TEAM.

| 1. CHILD'S DETAILS   |             |               |               |
|--|-------------|---------------|---------------|
| Legal surname  |             | First Name(s) |               |
| Date of Birth  | ___/___/___ | Year Group:   | Male / Female |
| <b>Normal Home Address</b><br>(Please provide a copy of a current Council Tax statement or utility bill, which is no more than 3 months old, to show that you live at the address given as your child's home address. You may be asked for additional evidence at a later date.) | Postcode:   |               |               |
| <b>Name of current or most recent School/Nursery</b>   |             |               |               |
| <b>Please give address details (and a contact telephone number if the school is not in Buckinghamshire)</b>  |             |               |               |
| <b>Does your child hold a statement of Special Educational Needs?</b>  | YES / NO    |               |               |
| If the answer above is 'Yes' please give details of which local authority maintained this Statement  |             |               |               |
| <b>Is your child 'looked after' by a Local Authority?</b>  | YES / NO    |               |               |
| If the answer above is 'Yes' please give details of which local authority and give a social worker contact name and telephone number.  |             |               |               |
| <b>Does your child have a disability (identified in the Disability Discrimination Act (2001)?</b>  | YES / NO    |               |               |
| If the answer above is 'Yes' please give details of your child's disability  |             |               |               |

| 2. YOUR DETAILS   |  |  |  |
|---|--|--|--|
| Name(s) of parents/carers living at home address above  |  |  |  |
| Relationship to child   |  |  |  |
| Email address   |  |  |  |
| Daytime telephone number  |  | Alternative telephone number (e.g. mobile) |  |
| If another adult has parental responsibility but does not live at the same address as the child, please include details below |  |  |  |
|   |  |  |  |

| 3. YOUR PRIMARY SCHOOL PREFERENCES |  |
|------------------------------------|--|
| First preference school            |  |
| Second preference school           |  |
| Third preference school            |  |

| 4. REASONS FOR REQUEST FOR ADMISSION OR TRANSFER  |   |
|---|---|
| Date admission required   |   |
| <b>Moving into Buckinghamshire</b><br><input type="checkbox"/> Please tick if applicable  | (Please give details of anticipated address and proposed date of move)  |
| <b>Transferring school within Buckinghamshire</b><br><input type="checkbox"/> Please tick if applicable   | (Please tell us your reasons for requesting a transfer of school)   |
| <b>Does your child have any brothers or sisters attending your preferred school(s) or linked school(s)?</b> (Details of linked schools can be found in the Guide for Parents booklet) | (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>   | (Please give details and include supporting written evidence from an appropriate professional person). Please state which school. |

Signature of parent/carer:..... Date.....

*Please return this form to your first preference school.*

# HOW TO FILL IN THE APPLICATION FOR A PRIMARY SCHOOL PLACE FORM

These explanatory notes are provided to help you complete the form correctly.

## 1. CHILD'S DETAILS

The legal surname is the one on your child's birth certificate, adoption certificate or change of name deed poll. If your child uses a different surname on a day to day basis please let us have this information.

Fill in your child's first name(s), date of birth, current year group, and gender.

The address on the application form should be the child's normal home address at the time of application. If you are moving to Buckinghamshire please use Section 4 to provide details of your anticipated address and date of move. We will ask for 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
- Utility bills such as a Council Tax statement, which is less than 3 months old
- Evidence that you have sold, or are in the process of selling, your previous property, or that a previous lease agreement has expired.

Please give details of your child's current or previous school or nursery.

Please answer the 3 further questions in this section:

### **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 difficulties that a child has in learning at school, and the measures which the school will take to help them. If you are not sure if your child has a Statement of Special Educational Needs please leave this question blank.

### **Is your child 'looked after' by 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 has a Social Worker please write their name in the box next to this question.

### **Does your child have a disability (identified in the Disability Discrimination Act (1995)?**

You can find the 2001 Act at:

[http://www.opsi.gov.uk/acts/acts2001/Ukpga\\_20010010\\_en\\_1](http://www.opsi.gov.uk/acts/acts2001/Ukpga_20010010_en_1)

If you think your child has a disability as defined in this Act then you should give details in the space provided. You can add more information on a separate sheet if necessary.

## 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 PRIMARY SCHOOL PREFERENCES

You can list up to 3 Buckinghamshire primary schools that you would like your child to attend in this section. You should list the schools in priority order so that the school you would most like your child to attend is listed first.

### 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 into (or within) Buckinghamshire please indicate your anticipated new address and proposed date of move. We will ask for confirmation of your new address (see Section 1).

If your child already attends a Buckinghamshire school, please give us reasons why you would like them to transfer to a different school. 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.

If your child has a brother or sister already attending one of the schools you have listed in Section 3 (or 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.

### USEFUL INFORMATION

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

[www.buckscc.gov.uk](http://www.buckscc.gov.uk) then follow links for Education/Schools/Admission/Immediate (in-year) admissions

On this page there is some more information and links to the primary Guide for Parents, the DCSF website, the County's Fair Access Protocol and our explanation to schools about managing immediate admissions.

You can also check your catchment school on this page.

### CONTACT DETAILS

Admissions & Transport Team,  
Achievement & Learning Division,  
County Hall,  
Aylesbury,  
Bucks  
HP20 1UZ  
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