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

ONLY	Date received:	Has proof of address and D.O.B been provided:	If place NOT offered, have parents been advised of appeal process:
USE	School place offered: Yes/No		
тооноѕ	Expected start date:	Number on Roll in this year group including place being offered:	Date parent referred back to In Year Admissions:

**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 <b>COMPLETE</b> and supply <b>proof of address</b> – see note 2				
FIRST NAMES								
MALE/FEMALE								
DATE OF BIRTH (DD/MM/YY)								
Current Year Group								
Current or last school name and phone number					move and p		lease give your <u>new</u> e proof– <mark>see note 2</mark>	
Date school place is required	Is your child currently in			Yes/No		lo, 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 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://gis.gloucestershire.gov.uk/LocalViewPub/Sites/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.

Name of School	Brother or Sister (full nar	mes)	Date of Birth	Year Group	Date started		
			<b>5</b> 1. 10				
es your child have a B. this does not inclu	a EHCP (Educational Healt ude SEN support.	th and Card	e Plan)?	Yes/	No		
	re of a Local Authority or a e 14 of the In-Year School A Is below.				No		
es your child have a	a Social Worker? If so, ple	ase give de	tails below.	Yes/	No		
Name of Social Worl	ker and contact details.	Name of Local Authority responsible for your child's car					
Additional Information that may support your a Are you serving members of the Armed Forces or Crown Servants such as GCHQ Personnel?			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				
Yes/No		provide d	etails:				
las your child been f <b>yes</b> please give de	Permanently Excluded durinetails below:	ng their sch	ool career? \	'es/No			
	a Year 10 or 11 place, pleas ate exam board if known and						
aying (please indice	and oxam board if known and		r quamication of	<u>g. 0001, D11</u>	<u>C 0.0).</u>		

Does anyone else have <b>joint parental responsibility</b> 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? <b>see note 9 Yes / No</b>							
Name: Contact Number:							
Relationship to child:							
Address if different to child:							
<b>Are all parties in agreement with this move Yes/No –</b> If No please contact the In Year team for further advice on 01452 426015 or <a href="mailto:inyear.admissions@gloucestershire.gov.uk">inyear.admissions@gloucestershire.gov.uk</a>							
If you would like us to liaise with a family worker or an interpreter please give their details:							
Name							
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 <a href="mailto:inyear.admissions@gloucestershire.gov.uk">inyear.admissions@gloucestershire.gov.uk</a> **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 www.gloucestershire.gov.uk/privacynotice

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 <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 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.