

If you require this form in another format, such as Braille, large type or help with another language please call 01275 884 078.



## **CHANGING PRIMARY SCHOOL FORM – IN-YEAR**

### **USE THIS FORM IF YOU ARE REQUESTING A PLACE IN A NORTH SOMERSET INFANT / JUNIOR / PRIMARY SCHOOL**

Please note that for **some** Voluntary Aided Church primary schools, you may provide additional information to support your application, for example, a supplementary information form and/or a Baptism Certificate. Please contact the school or North Somerset Council for further details or view schools arrangements at [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions)

Please complete one form for **each** child requiring a place. Please complete in BLOCK CAPITAL LETTERS and use black ink.

This form is for parent(s)/carer(s) who wish to **change** their child's primary school. Do **not** use this form for children changing secondary school, starting school or transferring to junior or secondary school.

#### **1. Child's Details:**

*You should enter your child's legal names as they appear on his/her birth (or adoption) certificate unless all those with parental responsibility have agreed to the name change and you include formal documentation to prove it.*

Legal surname .....Legal forename(s).....

Date of Birth: Date.....Month.....Year..... Gender: Male  Female

Current or last school attended.....

Does the child have a Statement of Special Educational Needs or is a Statutory Assessment in progress? Yes  No

Has this child been permanently excluded from a school on two or more occasions? Yes  No

'Children in Care' are children who are looked after by a council in accordance with Section 2 of the Children Act 1989(b). Is the child in the care of a council (sometimes referred to as being 'in care')? Yes  No

If '**Yes**' please obtain the signature of the Social Worker involved.

Name of Social Worker.....Signature of Social Worker.....

Was this child previously in Care and immediately afterwards became subject to an adoption, residence or special guardianship order? Yes  No

If '**Yes**' please provide independent confirmation, for example a letter from a social worker or local authority.

Is the child currently living in the United Kingdom? Yes  No

2. What date is the place at school required? .....

**3. Preferred Infant, Junior or Primary School(s)**

You do not have to express a preference for more than one school, but you may name up to three schools, if you wish. Please list the preferred school(s) in order of priority. If you are applying for a Voluntary Aided School or an Academy and if it is not possible to offer your child a place, a copy of the form may be passed to the admission authority of any school named as another preference(s) for consideration.

My 1<sup>st</sup> preference is: .....

My 2<sup>nd</sup> preference is: .....

My 3<sup>rd</sup> preference is: .....

Please give details of any half, full or adoptive brother, sister, or child of the same household **already** in attendance at any of the preferred schools:

1) Name.....Date of Birth.....  
School attending.....

2) Name.....Date of Birth.....  
School attending.....

4. If you wish, you may give reasons for your preference(s). You may continue on a separate sheet(s) if necessary. ....

.....  
.....  
.....  
.....  
.....

Have you applied for any of the above-named school(s) before, and if so, when?

.....

**5. Child's Current Home Address:**

.....  
.....  
.....  
.....Postcode.....

**Moving House (if appropriate).** If the child/family is moving house, please give the proposed new address:

.....  
.....  
.....Postcode.....Anticipated date of house move: .....

In order to be considered from your proposed new address, you must provide independent confirmation of it. If you are buying a property you must provide a solicitor's letter confirming that contracts have been exchanged and a completion date set. If you will be renting, a copy of the tenancy agreement signed by both parties (landlord and tenant) is required. **Your application will not be considered from the proposed new address until independent confirmation is received.**

If you are not providing independent confirmation, do you want your application considered from your current address? Yes  No

## 6. Applicant's Details

Title: Mr/Mrs/Miss/Ms/other.....

Name of person making application.....

Applicant's address (if different from the child's current address).....

..... Postcode.....

Telephone: (home)..... (mobile) .....

(work) ..... email .....

Relationship of applicant to child (for example Mother, Father, Step-parent, grand-parent).....

Applications are normally only considered if they are made by a person with parental responsibility as the main carer for the child. If you are not sure if you have parental responsibility, please ask the School Admissions and Transport Team.

Do you have parental responsibility for and are you the main carer of the child?

Yes  No

If 'No', you must attach a letter explaining the reasons why you are applying, rather than a person with parental responsibility. Any evidence to support the application should accompany the letter. The reasons will be considered and if deemed acceptable, the application will be processed. If not deemed acceptable, the application will be returned for the signature of the person with parental responsibility.

## 7. Data Protection

The information that you will give on this form will be used for the purpose of processing your application. The information will be shared with schools. It may also be shared with other council departments for the purpose of verifying the accuracy of the application. The council may also share information about your child with the relevant Health Trust.

## 8. Declaration

I understand that by signing this declaration I will be confirming that all the details given are to the best of my knowledge correct. I accept that any place offered may be withdrawn if it has been obtained by providing fraudulent or intentionally misleading information.

Signature.....Date.....

## 9. Returning this form

### If your FIRST preference is for:

A Community or Voluntary Controlled school, return the form to North Somerset Council at the address below.

A Voluntary Aided Church School, return the form directly to the school.

An Academy, return the form directly to the Academy.

**North Somerset Council  
School Admissions and Transport Team  
Town Hall, Walliscote Grove Road  
Weston-super-Mare, BS23 1UJ**

**Telephone: 01275 884183**

**Email: [admissions@n-somerset.gov.uk](mailto:admissions@n-somerset.gov.uk) Fax: 01275 884753**

**Any forms intended for Academies or Voluntary Aided schools received by the North Somerset Council School Admissions and Transport Team, will be forwarded as necessary to the school.**

If you have any queries you wish to discuss relating to your application please contact North Somerset School Admissions and Transport Team.

Please complete one form for **each** child requiring a place.

FOR OFFICE USE: First Preference School Outcome of application:	
PLACE OFFERED	<input type="checkbox"/>
PLACE REFUSED	<input type="checkbox"/>
OFFERED APPEAL	<input type="checkbox"/>
DATE: ..... <i>Tick appropriate box(es) as necessary</i>	

FOR OFFICE USE: Second Preference School Outcome of application:	
PLACE OFFERED	<input type="checkbox"/>
PLACE REFUSED	<input type="checkbox"/>
OFFERED APPEAL	<input type="checkbox"/>
DATE: ..... <i>Tick appropriate box(es) as necessary</i>	

FOR OFFICE USE: Third Preference School Outcome of application:	
PLACE OFFERED	<input type="checkbox"/>
PLACE REFUSED	<input type="checkbox"/>
OFFERED APPEAL	<input type="checkbox"/>
DATE: ..... <i>Tick appropriate box(es) as necessary</i>	