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

SCHOOL USE ONLY	School place offered: Yes/No	Has proof of address and D.O.B been provided:	If place NOT offered, have parents been advised of appeal process:
	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								
CHILD			CURRENT			HOME ADDRESS		
SURNAME				Please <b>COMPLETE</b> and supply <b>proof of address</b> – see note 2				
FIRST NAME								
MIDDLE NAME(S)								
MALE/FEMALE								
DATE OF BIRTH (DD/MM/YY)				If you are moving house, please give your new address and				
Current Year Group			the date of move and provide proof– see note 2					
Current or last school name and phone number								
	Tel:		Move Date:					
Date school place is required		Is your child currently in s			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		our Child's Nationality				
			Co	Country of Birth				
Do you wish to be adde	ed to the Sch	ool's wait	ing	list shoul	d this app	licat	tion be unsucce	essful – <mark>see</mark>

## School place required at:

The following link will provide detailed information on schools in your area:-

https://www.gloucestershire.gov.uk/education-and-learning/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 na	mes)	Date of Birth	Year Group	Date started		
	,	,					
oes your child have .B. this does not inc	a <b>EHCP (Educational Hea</b> clude SEN support.	llth and Ca	are Plan)?	Yes	 :/No		
	are of a Local Authority or ge 14 of the In-Year School ails below.			det .	:/No		
oes your child have	a Social Worker? If so, pl	ease give	details below.	Yes	:/No		
Name of Social Wor	ker and contact details.	Name of	Name of Local Authority responsible for your child's car				
	on that may support your	application	on				
Forces or Crown S Personnel?	embers of the Armed ervants such as GCHQ	order or	ttach relevant pro letter from your o sh us to liaise wit details:	commanding off	icer.		
Forces or Crown S Personnel? Yes/No	ervants such as GCHQ	order or  If you wis provide of	letter from your o	commanding off	icer.		
Forces or Crown Sepersonnel? Yes/No  Has your child been If yes please give of you are applying for the second sec	n Permanently Excluded du letails below:	order or  If you wis provide of the control of their so	etter from your of the short should be should	ommanding off h your welfare  Yes/No  ourse options yo	officer, please		
Forces or Crown Sepersonnel? Yes/No  Has your child been If yes please give of you are applying for the second sec	n Permanently Excluded du	order or  If you wis provide of the control of their so	etter from your of the short should be should	ommanding off h your welfare  Yes/No  ourse options yo	officer, please		
Forces or Crown Sepersonnel? Yes/No  Has your child been If yes please give of you are applying for the second sec	n Permanently Excluded du letails below:	order or  If you wis provide of the control of their so	etter from your of the short should be should	ommanding off h your welfare  Yes/No  ourse options yo	officer, please		

application, e.g. mother or father living at the same or a different ac					
Name:	ct Number:				
Relationship to child:					
Address if different to child:					
<b>Are all parties in agreement with this move Yes/No –</b> If No pleas advice on 01452 426015 or <a href="mailto:inyear.admissions@gloucestershire">inyear.admissions@gloucestershire</a>					
If you would like us to liaise with a family worker or an interpreter pl	lease give their details:				
Name	onship				
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.