



In-year application form for admission to school

Admissions to schools: guide for parents 2015 - 2016 gives full details of the admission process together with information on individual Nottinghamshire schools. This is available on www.nottinghamshire.gov.uk/admissions and in all schools. You should read the 'Applying for an in-year school place' factsheet before completing this form.

SECTION A - YOUR CHILD'S DETAILS

Full legal name:

Current school

Address: (this must be the address at which your child is permanently living)

Date of birth

Please tick

If your child is known by another name please give details:

Girl

Boy

Looked after children* and previously looked after children*

All schools must give highest priority within the admission oversubscription criteria to these children. If your child is looked after or previously looked after, please name the local authority below, for example Nottinghamshire.

A social worker must also countersign the declaration overleaf.

For previously looked after children additional information must be included with your application.

Local Authority:

Statement of special educational needs and education, health and care plan

If your child has a statement of special educational needs or education, health and care plan (EHC plan), please detail the local authority below, for example Nottinghamshire. **The EHC assessment team is responsible for placing children with a statement or EHC plan in a school. You should contact them for further advice before submitting this form.**

Local Authority:

SECTION B - YOUR PREFERENCES

Date place required

Reasons for preference

Children benefit from continuity of teaching and learning. If you have not moved house, please ensure that you have discussed this request with your child's current headteacher before submitting your application. If you still wish to transfer your child from one school to another, please indicate your reasons below. Any additional supporting written evidence stating why this transfer is in the best interests of your child should be attached to your application.

SECTION B - CONTINUED

List your preferred schools in priority order

Siblings* (brothers or sisters) attending preferred school.

1	
2	
3	
4	

Sibling name	DOB
Sibling name	DOB
Sibling name	DOB
Sibling name	DOB

SECTION C - APPLICANT DETAILS & DECLARATION

Title : Please tick

Applicant's full name

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Other - Please state (i.e. Dr/Rev) <input style="width: 95%;" type="text"/>
-----------------------------	------------------------------	-----------------------------	-------------------------------	---

Relationship to child : Please tick

Mother
 Father
 Other
 Step parent
 Relative
 Social Worker
 Other family member

Do you have parental responsibility for this child?
Please tick

Yes

No

If this child is looked after (refer to definition in Admissions to schools: guide for parents 2015 - 2016) you will also need your social worker to countersign the declaration below.

If your address is different from the child's address listed on the front of this application or you are moving house, please give details here. You will also need to include with your application evidence to verify your child's permanent address. See Admission to schools: guide for parents 2015 - 2016 for information.

Date of house move:

Telephone numbers:

Home <input style="width: 95%;" type="text"/>	Work <input style="width: 95%;" type="text"/>	Mobile <input style="width: 95%;" type="text"/>
---	---	---

E-mail address:

Nottinghamshire undertakes random checks and home visits to verify that addresses provided by parents are genuine. If we receive an application which is found to be fraudulent, any offer of a place on the address used will be automatically withdrawn. Such an application could also constitute an offence which may result in the County Council starting legal proceedings against the person providing the false statement.

- I have read Nottinghamshire's Admissions to schools: guide for parents 2015-2016 and the 'Applying for an in-year school place factsheet' and certify that the information given on this form is correct. I understand that a fraudulent or intentionally misleading application could result in any offer of a place being withdrawn.
- I have parental responsibility and I confirm that all those with parental responsibility are in agreement with the preferences expressed.

Your signature:

Date:

Social worker's signature:

Date:

Return to: School admissions team, Meadow House, Littleworth, Mansfield, Nottinghamshire NG18 2TA