

In Year School Admissions Application Form

For further information visit: www.westberks.gov.uk/inyearadmissions



Please read the form carefully and complete all sections* so that your application can be processed correctly

Section 1 – Details of the applicant, the person making the application

Parents Name: *	Title:	Initial:	Last Name:
Relationship to Child (example: Mother): *			
We will normally only accept applications from the child's legal guardian/(s) If you have a private fostering arrangement please provide the details in an accompanying letter.			
Address: *			
Contact telephone numbers: *			
Email (only complete if you are happy to communicate this way): *			

Section 2 – Child's details

Child's First Name: * (Full Legal Name)	Child's Last Name: * (Full Legal Name)
Child's Gender: * (Male) or (Female)	Child's Date of Birth: *
Office use Only – Year Group:	
Child's home address (where the child lives) if different to the applicants: *	
If the address is different please provide the details of why you are making the application in an attached letter*.	
Is the address the permanent home address? Refer to below* (Yes) or (No) If no please attach details	

Important Information relating to what is considered to be a permanent home address:

- The child's permanent home address is very significant in the admissions process because the address is used to determine how places will be offered in oversubscribed schools.
- 'Permanent home address' is defined in full in the Admissions Guide for Parents, but common questions are answered below.
- A rented property will not be considered as the permanent home address if a previous property is still owned.
- Temporary addresses for example; staying with friends or family cannot be used.
- Where parental responsibilities are equally shared, the home address is considered to be where the child spends the majority of nights during a school week.
- If information provided by applicants is fraudulent or intentionally misleading and a school place is offered, **that place will be withdrawn and can be withdrawn even if a child has started at the school.**

Section 3 – Details relevant to the application

What date would you like your child to start? *		
What is the name of your child's current / previous school? *		
Are you applying for a year group outside of your child's normal age range? *	(Yes) or (No)	If yes please provide details of the requested year group and why it is necessary for your child.
Are you applying from or have you recently moved from overseas? *	(Yes) or (No)	If yes, Parents will need to show their passports and the child's passport. Contact Admissions.
Does your child have a statement of Special Educational Needs or an Education Health Care Plan (EHCP)? *	(Yes) or (No)	You need to contact the Special Educational Needs Team to change your child's school. Telephone: 01635 519713

Section 4 – Fair Access

The local authority is required to operate a Fair Access Protocol which promotes an effective way of allocating school places. To help us process your application as quickly as possible please complete the following: *

Have you contacted the school or schools you are applying for?	(Yes) or (No)
Has your child received one or more fixed term exclusion?	(Yes) or (No)
Has your child been permanently excluded from a previous school?	(Yes) or (No)
Was your child permanently excluded from the last school attended?	(Yes) or (No)
Has your child been permanently excluded from more than one school?	(Yes) or (No)
Have you had contact with Education Welfare due to your child's school attendance?	(Yes) or (No)
Are there child protection issues the admissions team and school need to be aware of?	(Yes) or (No) If yes, please provide details separately.

Section 5 – In year transfer impact

In West Berkshire, we are concerned at the number of in year applications that parents make for their children to change schools due to unresolved problems and not because they are moving house. We want to encourage parents to engage with their current school so that perceived problems are not compounded by changing schools.

RSA Action and Research Centre have carried out a study on in year school admissions and found that: *In-year moves [can] have disruptive impacts on the outcomes of too many pupils. Overall, in-year movers tend to have lower prior attainment, and achieve less well as a result of moving. Moves are clustered in lower attaining schools in more disadvantaged localities, so that pupil mobility has a negative impact on schools already under pressure.*

Compared to their peers, the attainment of pupils who make in-year moves is markedly lower, particularly at Key Stage 4. Furthermore, attainment is lower still among pupils who make multiple in-year moves. Only 27 percent of pupils who move schools three times or more during their secondary school career achieve five A to C grade GCSEs, compared to the national average of 60 percent.*

Section 5 – In year transfer impact continued...

Please take this application into your child's current school when you discuss the possibility of changing schools to be signed by the head teacher.

Headteacher's signature to confirm meeting:

*If you have decided not to discuss your application with your child's current school, please sign to confirm that you have read this section and understand the potential impact on your child's education. We will not accept your application without written confirmation in this section.

Applicant's Signature:

Section 6 – Fresh start agreement

This section is not applicable to all applicants

When both parent and head teacher agree that a fresh start in a new school is appropriate the school can initiate the fresh start process which will be coordinated by the Local Authority in accordance with the published Fair Access Protocol.

Both parties should discuss which other schools might be appropriate to change to and the Headteacher should contact those schools to ask if they would consider the fresh start process.

If an agreement to proceed with the process can be made with an alternative school, complete the following:

I agree to proceed with the fresh start process - Headteacher's signature:

I agree to proceed with the fresh start process - Parent's signature:

Name of the school that has agreed to fresh start transfer process:

Section 7 – Information for making your preference

- You can apply for Academy, Community, Foundation, Voluntary Controlled and Voluntary Aided schools in West Berkshire using this application form.
- All schools have a limit to how many children can be taught within each year, known as the admission number.
- Admission Authorities publish over-subscription rules to determine which children will be offered school places.
- The oversubscription rules for schools in West Berkshire are published in the Admissions Guide, available on the website: www.westberks.gov.uk/inyearadmissions
- It is important to read the oversubscription rules for the schools you are applying for. You may need to provide supplementary evidence or a supplementary form to meet particular rules. Supplementary forms are available from the website or by contacting the school admissions team.
- You can check your catchment school/s at: www.westberks.gov.uk/catchment
- The admission over-subscription rules are only relevant if the school is full.

1st preference school: Reasons for applying:	FOR OFFICE USE
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2nd preference school: Reasons for applying:	FOR OFFICE USE
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3rd preference school: Reasons for applying:	FOR OFFICE USE
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Have you supplied evidence to support an application based on medical or social grounds? *	(Yes) or (No)	
Have you supplied evidence or completed a supplementary form to support an application based on religious grounds? *	(Yes) or (No)	
Is one of the parents a member of staff at a preferred school? *	(Yes) or (No)	School:
Does your child have a brother or sister attending any preferred school and who will continue to attend in the next academic year? *	(Yes) or (No)	
If yes please provide sibling details below. Having a sibling in a preferred school is part of the over-subscription rules for most schools. Brother or sister may also mean step/foster sibling and children of the parent/carer's partner living in the same family unit.		

Sibling's Details	First Name: *	Last Name: *	Date of Birth: *
Current School: *	Address: *		

Is the child looked after by a local Authority? *	(Yes) or (No)	If yes, please provide the Local Authority name:
Was your child previously looked after by a local Authority? *	(Yes) or (No)	If yes, please provide the Local Authority name:
Looked after and previously looked after children meet the highest admission rule.		

Section 7 – Declaration

I understand that school admission authorities reserve the right to verify the information given on this form. Any offer of a place will be on the basis that the information is accurate and up to date. If a school place is offered and the supplied information is fraudulent or deliberately confusing the offer will be withdrawn even if the child has started at the school. I confirm that the information I have provided on this form is correct. I also understand that my child's current school may be contacted.	
Signature of applicant: *	Date: *

Privacy Notice: Our Privacy Notice explains more about how we use the data you give us in this form. You can read it online at www.westberks.gov.uk/pnadmissions

Please return the application form to: The School Admissions Team, West Berkshire Council, West Street House, West Street, Newbury, RG14 1BZ **or email:** admissions@westberks.gov.uk