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**APPLICATION FOR A CHANGE OF PRIMARY SCHOOL (In-Year)**

The Explanatory notes which feature on the last page of this form should be read before completing.

Please complete one application form per child. Completed application forms should be returned direct to the admission authority of your 1<sup>st</sup> preference school.

- **Community & Voluntary Controlled Schools** - the Local Authority (LA) is the admission authority and the form should be sent via our postal address at: The Admissions & Transport Team, Bath & North East Somerset Council, Lewis House, Manvers Street, Bath, BA1 1JG or by email to [admissions\\_transport@bathnes.gov.uk](mailto:admissions_transport@bathnes.gov.uk)
- **Academy & Voluntary Aided Schools** - the **Academy Trust/Governing Body of the individual schools are their own admission authority and the form should be sent to the school direct.** Please note that some Academy & Voluntary Aided Schools may also require that you complete a copy of their supplementary information form (SIF) which should be sent direct to the individual school. SIFs are normally available to download from a school /LA website or can be provided on request from the school.

Failure to complete all sections of this form may delay your request for a school place.

**PLEASE NOTE THAT SECTION 4 OF THE FORM NEEDS TO BE COMPLETED BY YOUR CHILD'S CURRENT OR MOST RECENT SCHOOL ATTENDED SO PLEASE PLAN FOR THIS.**

**THE APPLICATION PROCESS CAN TAKE UP TO 20 SCHOOL DAYS BEFORE YOU KNOW IF A PLACE CAN BE OFFERED AT YOUR 1<sup>st</sup> PREFERENCE SCHOOL BUT CAN TAKE LONGER WHEN LARGE VOLUMES OF APPLICATIONS ARE RECEIVED PRIOR TO THE START OF A NEW TERM**

**SECTION 1 - Reason for your application:** (tick relevant boxes) If moving proof of address will be required - See Note 1. Note 2 should be read in relation to a child changing schools without a house move and Note 3 should be read if your child is currently being home educated)

- Moving into Bath & North East Somerset  - Is Documentary Evidence enclosed? Yes  No
- Moving within Bath & North East Somerset  - Is Documentary Evidence enclosed? Yes  No
- Not moving but wanting to change schools  - Has change been discussed with current school? Yes  No
- Not moving child currently being Home Educated (HE)  - Is the LA aware of the HE arrangement? Yes  No

**Date school place required from** ..... (See note 4)

**Preferred School(s) and Reasons for Preference** (see also Questions 11-14 if applying for Academy or Voluntary Aided (VA) Schools). You are able to express a preference for **up to three schools** situated within this authority if you wish. If you are applying for an academy or a VA school as a 1<sup>st</sup> preference and it is not possible to offer your child a place, then a copy of the form will be passed by the school to the admission authority of the school named as a second preference. The LA would also pass on a copy of your application to an academy or VA school named as a lower preference, if a community or voluntary controlled school request cannot be met.

Preferred School	Reasons for Preference	Name & date of birth of siblings attending preferred school(s)	Tick if you have previously applied & give date when

**SECTION 2 - Child's Details**

Please enter the child's legal name as shown on their birth or adoption certificate, unless their name has been legally changed

Legal Surname ..... (preferred surname, if different) .....

First Names(s)..... Date of Birth ..... Male  Female

**Is the child 'In the Care' of a Local Authority?** (See Note 5) Yes  No  If Yes provide details of:  
Local Authority..... Name & Contact Number for Social Worker.....

**Was the child previously in care?** (See Note 5) Yes  No  (If Yes, please provide supporting evidence)

**Does the child have a Statement of Special Educational Needs (SEN)?** (See Note 6) Yes  No   
If Yes, then please do not complete this form, but **contact your SEN Case officer** to discuss your child's school placement.

**Please provide child's Address Details below:** (see note 1 if moving to a new address)

Child's Current Home Address	(If applicable) Address moving to
Postcode	Postcode
Home address since: (if less than a 3 month period, please provide documentary evidence)	Expected date of move:

If you have said that you are moving, but have **not** enclosed any documentary evidence to confirm your new address, please tick one of the boxes to indicate how you want us to proceed.

- I wish the application to be considered from our present address  
 I wish the application to be considered once we have provided proof of our new address

**Is this child a British Citizen, or do they hold EEA (European Economic Area) citizenship?** (see Note 7) Yes  No

If *No*, please include a copy of your child's immigration documents.

**Please provide details of the child's current / previous schooling.**

Is this child currently on roll at a school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes give name of current school:	
If No give name of previous school and last date on school roll:	Reason for leaving this school
Is this child currently being home educated? (see Note 3)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes please give date home education arrangement started & also, if appropriate, details of any previous school attended:	Date home education started

### **SECTION 3 – To be completed by Applicant**

*In Bath & North East Somerset we operate an In-Year Fair Access Protocol (IYFA). Further details regarding the IYFA Protocol can be found on the authority's website. The information requested on your child in **section 3** is used solely for the purpose of identifying if your child should be considered for a place using this protocol and/or to give the new school advance knowledge of any potential support that may be needed. It is not required for any other purpose, and will not be used to make the decision whether or not to offer your child a school place if the application does not trigger the IYFA Protocol. **Please note unless your child is being home educated, your child's current/previous school will need to sign to confirm that the details you have provided within Section 3 are correct.** If you are uncertain about the answers to these particular questions, please discuss with their school. Where necessary, the information may be checked with other agencies.*

**Has this child been permanently excluded from school?** Yes  No

**If Yes is this their first permanent exclusion?** Yes  No

**Is this child on Stage 2 or above of the School Discipline code?** Yes  No

**Is the child known to, or working with, any other external agency?**

For example, Children Missing Education/Behavioural support/Social Worker Yes  No  If Yes, give details:

**For the last 12-month education period has this child reached:**

Over 80% attendance  Under 80% attendance  (registration certificate for the 12-month period needs to be enclosed)

Dates attendance period calculated: from \_\_\_\_\_ to \_\_\_\_\_

If the child is in the current Reception age group, please indicate attendance level from start of the academic year (rather than the 12-month period, which is required for all other age groups). If attendance is under 80%, the school should provide a copy of the registration certificate for the last 12-month period, so that it can be submitted with this form.

**Is the child attending the relevant age group for his/her age?** Yes  No

If No, which year group applies? .....

**If the child is a current Year 10 or 11 pupil** please give details of the options being followed and exam boards: .....

**SECTION 4 To be completed by child's current/most recent school**

(see Note 3 if your child is being home educated)

**Important note to parent/carer:**

**Failure to have this section completed will delay your child's application.**

The Headteacher (or another member of school staff, such as a Head of Year, on behalf of the Headteacher) can provide the information but **not the parent /carer**. It is helpful if the **school stamp** can be added in the appropriate place within Section 4.

I confirm that the information provided by the applicant in **Section 3** above relating to the IYFA protocols is correct. Yes  No  If No, please expand .....

I have **not provided a registration certificate**, as attendance is confirmed as **above 80%** over the last 12-month education period taken from the date of application.

I have **provided a copy of the registration certificate** as attendance is confirmed as **below 80%** over the last 12 month education period from the date of application.

School Name.....

School Telephone Number (if outside B&NES).....

Name of person completing this declaration.....

Position in School.....

Signature.....

School Stamp:

**SECTION 5 Only to be completed by the parent/carer if you have named an Academy or Voluntary Aided School as one of your school preferences in Section 1.**

Please remember that these types of schools may require you to also complete their **supplementary information form (SIF)**. The SIF helps the school's admission authority to establish which category of their admissions criteria your application comes under.

**Have you completed and returned a SIF for the appropriate school(s)?** Yes  No

**(If applicable) Please tick appropriate box to show denomination**

**Church of England**  **Catholic**  **Other**  (please specify) .....

**Is your child baptised?** Yes  No

If Yes, the school may ask you to provide a copy of the baptismal certificate – see SIF and/or individual school requirements. If you have provided a copy direct to the school, please tick

**Please provide name of church where you currently worship and name of priest/minister:**

**Church Name**.....**Name of Priest/Minister**.....

**SECTION 6 APPLICANT DETAILS - please remember to sign and date the application form**

Your title	First Name	Surname
Your address (if different to your child's) (see Note 8)	Home telephone number	
	Mobile telephone number	
If applicable, reasons why applicant's address is different to child's address:		
Email address (Please print clearly)		
Relationship to this child (such as <i>Mother/Father/Step Parent</i> )		
Do you have parental responsibility for this child? (see Note 9)		Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>We will not normally accept applications unless you hold parental responsibility</b>		
a) Is there a court order in place which affects your right to apply for a school place? (see Note 10)		Yes <input type="checkbox"/> No <input type="checkbox"/>
b) Does the child live with you under a private fostering arrangement? (See note 11)		Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered Yes to questions a) or b), please give further details		
<b>UK Service Personnel</b>		
Please indicate if you are a family of the regular UK Armed Forces being posted to the area, or are a Crown Service/ Diplomat family returning from overseas. (see note 12) Yes <input type="checkbox"/> No <input type="checkbox"/>		
If Yes, please provide documentary evidence		

You should note that the offer of a school place can be withdrawn by the Admission Authority even if your child has started school if, at a later date, it is established that the place was offered on a basis of false information. If you knowingly give false information or misleading information in order to obtain a particular school place, you could be prosecuted for the offence of fraud by false representation under the Fraud Act 2006 or any other appropriate Act.

If false information is provided, your application will be void and you will be required to submit a further application. If it is found that a sibling currently at the school was also offered a place on the basis of false information, then for any further applications received the admission authority will discount the sibling's connection.

In fairness to all parents, the Admission Authority reserves the right to require documentary evidence of the genuineness of the family address and, if this is not produced, reserves the right to make its own enquiries with, for example, the Local Authority, Council Tax Offices and other authorities.

In the interest of your child's school placement, the information you provide on the preference form may be shared with the Area Behaviour & Attendance Partnership Panel, the Local Authority, other Local Authorities and Schools in the area.

**Data Protection Act 1998** The information that you give on this form will be used for the purpose of processing your application for a school place for your child. The information may be shared with the Local Authority and other Council Departments for the purposes of verifying the accuracy of the application.

**I have read the explanatory notes which accompany this form and which are featured overleaf. I agree that if my child meets the Fair Access Criteria that the information provided relating to my school application can be shared with the Area Behaviour & Attendance Partnership Panel. I certify that the information I have given on this form is correct to the best of my knowledge and belief.**

Signature of Parent/Carer \_\_\_\_\_

Date \_\_\_\_\_

**For 1<sup>st</sup> Preference Academy / Voluntary Aided (VA) School Office Use Only**

Date application received	Date copy of form sent to LA	Date considered by Governing Body:
Is place being offered? Yes/No	Date decision letter sent to parents	If not being offered, date copy sent to lower preference schools (if applicable)

Date LA informed of outcome of application

**For 2nd/3rd Preference Academy / Voluntary Aided (VA) School Office Use Only**

Date copy received	Date considered by Governing Body	Is place being offered? Yes/No
Date decision letter sent to parents	Date LA informed of outcome of application	

The questions asked on your application form will be used to determine if the Authority's Fair Access Protocol applies to your child. Children who meet the Fair Access criteria but who have a school place will normally be considered under managed move arrangements, which are a separate part of the protocol. If the protocol does not apply, then the application will be considered under the casual admissions process. You can find further details in our [Primary Admissions Booklet](#), which provides general information about school admission arrangements. To request a hard copy of the booklet phone the Admissions & Transport Team on 01225 394312.

#### When considering applications under the casual admissions process

*If you apply for a place in a year group at a school where there are vacancies, you will normally be offered a place. The School will also advise the LA of the offer. It may not be possible to offer your child a place if the year group is already full or if there are more applications than available places. Any decision on which child should be offered a place will be based on the relevant oversubscription criteria. If a child is refused a place, the school will advise the LA, and should provide with the following:*

*(a) the reasons for the refusal*

*(b) details of the appeals process*

*(c) of any opportunity to remain on a waiting list for a place*

*The school should forward your form to any lower preference school for consideration, if you have named another preference.*

#### Explanatory Notes.

1. Evidence of your move should be one of the following but the Admission authority also reserves the right to request additional information in certain circumstances:-
  - a. A solicitor's letter confirming that completion has taken place on your sale and purchase of your property.
  - b. A copy of a signed tenancy agreement and proof of your sale or Notice to Quit on your current/previous property.
  - c. A copy of a Council Tax Bill or a Utility Bill (Gas, Water, Electricity) in your name for your newly owned or rented property can be provided together with proof of your sale or Notice to Quit on your current/previous property.
  - d. If you are moving in with a relative a letter from them confirming the date you will be moving in together with a copy utility bill showing their name and address will be required. A solicitor's letter confirming that completion has taken place on your sale or Notice to Quit on your current/previous property will also be required.
2. In many cases, a transfer between local schools can be avoided by speaking with the current school & resolving the problems prompting parents to consider a move. We strongly advise parents to seek a resolution to perceived difficulties at the current school. **Children will often experience disruption to their education when they move schools** and a move will not always resolve issues which led to the application. It is of particular importance for children once courses for public examinations have begun. Subjects may not be available & coursework may not be accepted under a different examination board. If you decide to proceed with an application to change schools your child's current school does need to complete Section 4 of the application form.
3. Section 4 of the application form can be left blank if your child is being home educated. Children currently being home educated who are now seeking a school place will normally be referred to the Children Missing Education Service (CMES). The CMES will determine if a referral to the Fair Access Panel is appropriate referring to the last school the pupil attended, especially if it was recent attendance. If CMES conclude a referral to the Fair Access Panel is not appropriate the application will be considered as a casual admission.
4. Please note applications can take up to 15 school days to process. Places offered at schools will normally only be held open for 28 school days. Requests for school places are normally only considered approximately 4 weeks prior to a requested start date. For places being sought for a September admission to an existing year group in a school, applications can be made in Mid June.
5. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority under Section 22 (1) of the 1989 Childrens Act at the time of making the application. A 'previously looked after child' is a child who was looked after, but ceased to be so because they were adopted under the terms of Section 46 of the 2002 Adoption & Children Act; or became subject to a residence or special guardianship order under the terms of the 1989 Childrens Act (Sections 8 & 14A refer)
6. If your child has a Statement of Special Educational Needs (SEN) the request for a place will be dealt with by the Statutory Special Educational Needs Service who will consult with the preferred school(s) in line with the SEN Code of Practice. Your SEN Case Officer should be contacted direct and it is not appropriate to complete this form.
7. Admission Authorities must treat applications for children coming from overseas in accordance with European Union law or Home Office rules for Non EEA Nationals. For this reason Non EEA Nationals should, if possible, provide copies of their child's immigration documents when making their application. An Admission Authority may request this information if it is not provided at the time of application.
8. If your address is different to that of your child's please provide further explanation regarding the reasons for this & if it is because your child is due to move in with you please provide relevant dates.
9. In England & Wales, if the parents of a child are married to each other at the time of the birth or if they have jointly adopted a child then they both have parental responsibility. This is not automatically the case for unmarried parents. According to current law a mother always has parental responsibility for her child. A father, however, only has this responsibility if he is married to the mother when the child is born or if the unmarried natural father of a child has subsequently married the child's mother. In addition a father can acquire legal responsibility for his child through one of three routes, details of which can be found in the Primary Booklet. Please see the booklet for a full explanation regarding parental responsibility.
10. You must tell us if there is a court order which would affect your application. Even where there is no legal objection to your application, you are urged to reach agreement on preferences with anybody holding parental responsibility who may disagree with your preference. Evidence may be required.
11. The law requires that the Council is informed of any private fostering arrangements. If you have answered 'Yes' information will be shared with the appropriate Social Services Private Fostering Team. If you have any queries regarding Private Fostering arrangements you can contact Social Services on 01225 396312 if living in Bath or on 01225 396313 if living in the North East Somerset area of the Council. There is a different number to contact if your child is disabled, which is 01225 825307.
12. An official letter that declares a relocation date and a Unit postal address or quartering area address will be required. Once received Admission Authorities will accept this as proof of a child living in the area when considering the application even though the child's family may not yet be resident.

