

Application for a school place during the academic year



Please read these notes before completing this form.

- Parents/carers requesting transfers between schools during the school year can complete this form. Please **do not** complete this form if your child has an Education Health and Care Plan, instead a change of school will need to be discussed with the Special Educational Needs Casework Team by contacting 0300 123 2224.
- Please note that a separate application for each school and each child must be completed.
- It will not always be possible to provide a place at your preferred school. It is therefore recommended that you complete applications for several schools.
- All relevant sections of the form **must** be completed, and the form **must** be signed by the applicant or the form will be returned to you and will not be processed until a completed form is received.
- Applications will be processed in strict date order and a decision will be notified to the applicant by email or in writing.

Part 1 – Reason for your application

	Please tick the relevant box ↓	
1) Moving into Somerset		Proof of address must be included; such as a signed exchange of contract on a house purchase. If renting a minimum of six months tenancy agreement signed by applicant and landlord. Additional evidence may be required.
2) Moving within Somerset		
3) Moving to work at the Hinkley Point site		
4) Not moving but wanting to change school		

Part 2 – Pupil details

Forename(s)	Legal surname	
Date of birth	Male/Female	
Current/previous school including address		Last date on role
Current home address	New home address if moving (proof of address required)	
Current address since	Date of moving	

Part 3 – Preferred school and start date

School applying for including address and phone number	Preferred start date
Have you previously applied for a place at this school?	

Part 4 – Applicant details

Do you hold legal responsibility for this child?	Relationship to child
Title	Full name
Address if different from child's	Mobile/daytime phone numbers
	Email address

Part 5 – Information relating to oversubscription criteria

If your child has an Education Health Care Plan, the in-year admissions process does not apply. Therefore, if you ticked **Yes** please do not complete anymore of this form and instead speak to the SEN Casework Team by contacting 0300 123 2224.

If your child does not have an Education Health and Care Plan, but you believe there are important medical or special reasons why a place should be prioritised at the school, please detail this later in the form or by supplying additional documentation

Does your child have any Special Educational Need or Disability?	Does your child have an Education Health and Care Plan?
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A 'Child In Care' is a child who is in the care of the Local Authority (LA) or provided with accommodation by that LA. If you are applying on behalf of a 'Child In Care', please circle 'Yes' and obtain the signature of the Social Worker involved in the child's care.

Is this application for a child currently in the care of the Local Authority?	If yes, which Local Authority is responsible for the child?
Name of social worker	Telephone numbers of social worker

Has your child previously been in care and is now formally adopted, subject to a residence/child arrangement order or a special guardianship order? If yes, please provide a copy of the adoption order/letter of confirmation from the relevant Local Authority.

If you have answered 'Yes' to the questions above, has the Virtual School been consulted about a change of school?

If no, please send a copy of this application form to thevirtualschool@somerset.gov.uk before submitting this form to the preferred school.

School staff	
Are either parents members of staff at the school being applied for?	If yes, who is the member of staff?

Siblings who are on roll at the school you are applying for at the time the school place is required		
Full name of the sibling	Date of birth and class	Does this child live at the same address as the child applying?
Sibling 1		

Sibling 2		
Sibling 3		
Sibling 4		

Part 6 - Fair access protocol

Please tick all boxes that apply to your application/child. (Please note that ticking any of the boxes below does not guarantee a place at your preferred school. It will enable the Somerset Fair Access Protocol to be invoked should you be unable to secure a school place under the normal in year admission process).		Please tick the relevant box ↓
A	Children from the criminal justice system or Pupil Referral Units or alternative provision who need to be reintegrated into mainstream education	
B	Children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within the relevant statutory walking distances. (Does not include children registered as Elective home educated)	
C	Children of Gypsies, Roma, Travellers, refugees and asylum seekers	
D	Children who are homeless	
E	Children for whom a place has not been sought due to exceptional circumstances	
F	Children who are carers	
G	Children with special educational needs, disabilities, or medical conditions but who do not have an Education Health and Care Plan	
H	Children living in a refuge or in safe accommodation at the point of being referred to the Protocol	
I	Children with a Child in Need Plan or a Child Protection Plan at the point of being referred to the Protocol	
J	Children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol	
K	Children known to the police and a number of other agencies, e.g. county lines involvement	
L	Year 6 or Year 10 pupils admitted from the summer term (after Easter holidays)	
M	Year 11 pupils	
N	Children moving between Somerset schools who are at risk of permanent exclusion	
O	Children with poor attendance of 85% or less in the current or previous academic year	
P	Children who have been permanently excluded from school but are deemed suitable for mainstream education	

Part 7 – Declaration

I understand that applications must be made by the child's **legal parent/carer** and that by signing the declaration below I will be confirming my understanding of the information provided on this application form and that the information I have provided is correct. **I accept that the Admission Authority reserves the right to withdraw school places which have been obtained by providing incorrect or misleading information.**

I understand that it is the parent's responsibility to ensure that the Admission Authority receives the completed application form safely. I note that if posting my application it is recommended to send this by Special Delivery post, or obtain a proof of posting certificate, or a receipt from a County Hall Reception desk if my application is hand delivered.

I accept that where parents equally share parental responsibility and two applications are submitted for the same child, the Admission Authority will require the parents to agree which application is to be considered and which should be withdrawn. If parents cannot agree and there is no court order to determine majority responsibility, the preferences indicated by the parent who receives child benefit for the child concerned will be awarded a higher priority than those from the other parent.

I accept that the child's home address must be the place where the child permanently resides for the majority of the time. This would normally be at the same address as the person who has Parental Responsibility for the child and is their main carer. Where the child spends equal amounts of time with both carers, the Admissions Authority will consider the place of residence of the parent/carer who receives Child Benefit to be the child's home. Evidence of parental responsibility will be required should there be any doubt and the Admissions Authority may undertake thorough residency checks and reserves the right to request independent confirmation of the child's address.

This form must be signed and dated before it can be processed.	
Signature of parent/carer	Date

Part 8 – Submitting your application form

When you are satisfied that you have provided all the relevant information on your application form, including proof of address and any necessary supplementary information form(s), please ensure that you have signed the declaration above in Part 6 and then submit your completed application to your preferred school or Somerset Local Authority.

Notification regarding the processing of any personal data supplied in this form:

Data Controller: Somerset County Council (SCC)

DPO contact: informationgovernance@somerset.gov.uk

Purpose for processing: The information that you give on this form will be used by the Council for the purpose of processing your application for a school place for your child.

Legal basis for processing: For parts 1 to 7: **By law:** The School Admissions Code 2014 which is statutory guidance for Local Authorities states that Local Authorities must provide a common application form that enables parents to express their preference for a place at any state funded school and Schedule 5 of the Deed of Development Consent. Obligations relating to Hinkley Point C, Somerset.

Legitimate Interests: For the prevention and detection of crime (Fraud Act 2006) and to help improve services. For part 8: Consent: we will only share your information with preferred schools if you indicate this, and you can withdraw your consent at any time.

Data Sharing: the personal data provided will be shared with early years settings, health authorities, schools, academies and free schools and may also be shared with other SCC service providers, the Department for Education, Somerset County Councils software supplier and School Appeal Panels. If you are applying for a school outside of Somerset it may be shared with other Local Authorities and schools and academies in their area. Data may be shared by schools with a private admissions provider. If you indicate you are moving to work at the Hinkley Point site; statistics will be shared with EDF Energy but no personal data will be shared. SCC will not disclose this information to any unauthorised person or body.

Transfers abroad: this data is held within the EU and is accessible by the approved application provider. **Data Retention:** The personal data supplied on this form will be retained for as long as is necessary to meet our statutory requirements and legitimate interests and it will be disposed of in a manner appropriate to its sensitivity. **Your Rights:** You have the right to ask Somerset County Council for a copy of your data, the right to rectify or erase your personal data, and the right to object to processing. However, these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

Consequences: For parts 1 to 7: If you do not supply this information to us, we will not be able to process your application for a school place for your child.

For more information see www.somerset.gov.uk/privacy

This form can be made available in Braille or large type upon request.

Important information

Moving school for whatever reason is a very important decision. It is a decision which can have significant negative effects and disruption, not only academically for example where research has shown that English and Maths results for pupils within Key Stage 2 can drop by around 12% with just one in year move, but also with their mental health. Leaving a school midway through a term or year can disrupt friendships as well as relationships with school staff and the wider community. Children who change schools may struggle with the transition process and find it hard to settle in or feel that they belong in a new school environment. Multiple moves can be particularly challenging, but even single moves, especially when associated with other factors, such as changes within a family like divorce, poor parental mental health etc, can affect a child's sense of belonging to a school as well as their confidence, self-esteem and attainment.

It is therefore suggested that a change of school is considered extremely carefully, and that all other options are explored before making the decision to apply for other schools.

The Local Authority would strongly advise you to:

- Discuss a potential move with your child's current school before taking the decision to apply for your child to attend another school.
- Visit or speak with all preferred schools before making applications.
- If you are moving to the area, consider applying for more than one school at a time to speed up the possibility of securing a school place.
- Submit an application form even if a school states they are full. All Local Authority schools have waiting lists and submitting an application for one of these schools will ensure your child is added to the waiting list for the school for the remainder of that academic year. Priority on the waiting list is determined by the school's oversubscription criteria.

The information requested in parts 8 and 9 is used solely for the purpose of identifying whether your child meets the criteria for consideration under the Somerset Fair Access Protocol and to assist the new school with planning for your child's admission. If the information does not allow for the application to be considered under the Fair Access Protocol then the information will not be used to determine whether or not to offer your child a place.

Your application will neither be advantaged nor disadvantaged by completing these parts.

There is no statutory requirement to complete parts 9 and 10 however we would encourage you to consider sharing information about your child in an attempt to ensure a successful transition.

Part 9 is to be completed by parent/carer and part 10 is to be completed by the current or previous school.

By signing I understand that any information provided in parts 9 and 10 will be shared with the school(s) for which I have submitted an application	
Signature of parent/carer	Date
I give permission to the Admission Authority to obtain, on my behalf, the information contained in part 10, along with any other relevant information to establish if my application meets Somerset Fair Access Protocol	Yes/No?

Part 9 – Additional information

The information you supply will not be used when determining the outcome of your application. This information will be used for the purpose of assisting a new school when planning your child's admission or for identification under the Somerset Fair Access Protocol.		
Has your child been permanently excluded?	Has your child been fixed term excluded?	Other reason for leaving? Please supply details below.

Why do you want your child to change school?			
Have you discussed the reasons for applying with your current school?		Who did you discuss this move with in the current school?	Date of meetings/phone calls/emails to discuss move
Have any of the services below supported your child in the last three years? Please tick all that apply.			
Parent Family Support Advisor		Speech, Language and Communications Services	
Education Safeguarding/Attendance Service		Sensory, Physical and Occupational Therapy Service	
Behaviour Support Worker		Educational Psychologist	
Elective Home Education Service		Child and Adolescent Mental Health Service	
Autism Service		Traveller Education Service	
Children's Social Care		Family Intervention Service	
Access Casework/Liaison Officer		Medical Tuition Services	
ELSA		In school interventions (list below)	
Other:			
What is your child's attendance %?		If this is below 95%, please explain why your child is not regularly attending school.	

Part 10 (the next sheet) – Additional information to be completed by your child's current/previous school

Please ask an appropriate member of staff at your child's current school, for example, the Headteacher, to complete and sign the form attached.

The information you supply will be used for the purpose of assisting a new school when planning your child's admission or for identification under the Somerset Fair Access Protocol.

Please return the next page as soon as possible to office@HEPS.ppat365.org. You can submit this full application form (parts 1-9) first and follow up with the form (part 10) or submit all pages together.

Part 10 – Additional information to be completed by your child’s current/previous school



Please ask an appropriate member of staff at your child’s current school, for example the Headteacher to complete and sign this form. Please note there is no statutory requirement to complete this section. The information you supply will be used for the purpose of assisting a new school when planning your child’s admission or for identification under the Somerset Fair Access Protocol. Please return this page as soon as possible to office@HEPS.ppat365.org.

Pupil name		Date of birth		Year group	
Attendance % and period covered				Date started at school	
Does the pupil have any special educational needs or disabilities?					
Does the child have an Education Health Care Plan?					
Does the pupil have an Individual Education Plan or Pastoral Support Plan?					
Which agencies, if any, are supporting the pupil or family?					
Assessment					
WT: working towards age-related expectations, ARE: working at age-related expectations, GDS: working at greater depth					
EYFS PSED			EYFS physical development		
Phonics			EYFS communication and language		
KS1 reading		KS1 writing		KS1 maths	
Last year’s reading		Last year’s writing		Last year’s maths	
Pupil strengths interests and achievements					
Pupil medical history/concerns/requirements					
	1 (poor)	2	3	4 (excellent)	
Is the pupil academically confident?					
Do they have stable peer relationships?					
Are they well motivated?					
Behaviour					
Home learning					
Any other comments:					
Completed by					
Signature					
Position in school					