

Admission to a secondary school other than the normal age of entry (in-year admission)

Please read these notes carefully and retain these notes for your records

Where an application is being made to an **Academy, Foundation school or a Voluntary Aided school** it is essential that you check whether or not you need to complete a supplementary application form as some schools may require additional information in order to assess your application.

The application form should **not** be used to apply for school places for children with an Education Health and Care Plan (EHCP) or statement. You should contact your SEND assessment officer for further advice.

Important:

Please consider carefully the information below and ensure that you have taken any relevant action before completing the application form.

- **Dissatisfaction:** Discuss your concerns with the headteacher as it may not be in your child's best interests to change school
- **Non-school attendance:** Sit down with your child and find out why she/he is not attending the school
- **Behaviour Issues:** Some parents/carers want to change schools because they think their child's behaviour will improve with a change of school. It is more important for everybody to work together in trying to address and resolve the difficulties that are causing the poor behaviour
- Talk to the teachers who teach your child, to find out if she/he is worried about certain subjects
- **Unresolved issues:** Talk to your child's teachers, tutor or head of year to make sure they are aware of the situation
- You may feel a change of school is necessary because your child is being bullied. All schools have anti-bullying policies, and, as such, if you think your child is being bullied you need to tell the school immediately. Moving school without confronting the problem may help in the short term but in the long run it may not help your child
- Parents whose children are in Years 9, 10, 11 need to be aware that a new school may not be able to exactly match a child's existing curriculum commitments and a change of school during a school year can disrupt a child's education. Not all schools offer the same subjects at examination level
- Make an appointment to speak to the headteacher to discuss any concerns
- To avoid exclusion talk to your child's teacher, head of year or headteacher
- Check if your child has a 'Pastoral Support Plan' or has been identified as having SEN (see below)
- **Special Educational Needs:** Talk to the teacher in charge of Special Needs (SENCO) at the school
- Contact the School Education Welfare Officer (EWO) for advice
- If you wish to transfer your child to the same age group in another local school (for reasons other than moving to an address outside the normal area), parents must first discuss the transfer with the headteacher of the child's current school
- If you do decide to make a formal application for transfer, please ensure that all the details on the application form are completed

Moving into an area during the year

The law enables parents of children seeking a school place to express a preference. Parents should note that the admissions authorities cannot guarantee a place for any child at their preferred school, even where they move into the school's catchment area. You can check for your catchment area school at www.wiltshire.gov.uk/admissions/choosingaschool

Allocation of Places

The Local Authority's policy for allocating available places is essentially the same as for admission at the normal age of entry – see Information for Parents' booklet for the admissions criteria or www.wiltshire.gov.uk/admissions/formsguidesandpolicys

Making a preference

This application form should be used to apply for Community, Voluntary Controlled, Voluntary Aided, Foundation, Academies and Trust schools in Wiltshire. If you are in any doubt about which schools you can apply for using this form please contact the Customer Services – 01225 713010. **Parents are advised to either visit the preferred school or to have an initial discussion with the headteacher regarding their reasons for choosing the school to ensure that the school can meet their child's needs**

Applications for siblings

Admission to a Community or Voluntary Controlled School, which is not the catchment area school, does not guarantee admission of any brothers or sisters. Please be aware that if you are applying for more than one child to change school, it may not be possible for your preferred school to admit any or all of the children. In such circumstances any offer of a school place will be for the child named and would not give the other children any priority for admission as a sibling link

Applications on medical grounds

If you have selected yes on the application form and are applying to a particular school on medical grounds, you must provide evidence, including documentary proof from a specialist, which shows that it would be detrimental to your child's/parent/family's health not to admit him/her to the preferred school(s). Please refer to the Finding a School Place guide for further information

Getting your child to school

When considering changing your child's school, or if moving into the area, you need to consider very carefully how your child will travel to school. Parents have a responsibility for getting their child to school. In order to qualify for transport assistance certain conditions have to be met, for example whether your child will be attending your catchment or nearest school. Further information regarding the entitlement to home to school transport can be found at www.wiltshire.gov.uk/educationtransport

Decisions

Notification of the outcome will be posted, where possible, within 20 school days. Applications for transfer will only be considered from a maximum of one traditional term in advance of the required admission date

How to appeal

If it is not possible to agree to your request for a school place, you have the right to appeal to an Independent Appeals Panel. Information on the independent appeals process will be provided (if necessary) when you receive the outcome of your application

Contact Details

Our website contains useful information – www.wiltshire.gov.uk/admissions

If you wish to discuss the school admissions process please contact the school admissions team on **01225 713010** or email admissions@wiltshire.gov.uk

School Admissions Team
Wiltshire Council
County Hall
Trowbridge
Wiltshire
BA14 8JN

Application for admission to a secondary school other than the normal age of entry (in-year admission)

This application form should only be used by parents who are applying for their child to attend a Wiltshire secondary school

Please read the attached notes before completing this form

This form should **not** be used to apply for school places for children with an Education Health and Care Plan (EHCP) or Statement of Special Education Needs

Section 1 – Date from which admission is required:

Please enter the date from which admission is required:

Section 2 – Reason for your application: please complete one form per child

1. Moved into Wiltshire 3. Not moving, but wanting a new school
2. Moving to another area within Wiltshire

Section 3 – Your child's details

Child's legal surname: Male: Female:

Child's legal forename(s):

Date of birth: Current year group:

Child's current home address:

Postcode: (You must supply so that we can assess your application)

If this application is the result of a house move or if your family is a returning Service/Crown Servant family please provide the new address and expected date of move below. Proof of your new address will be required.

Child's new address:

Postcode: (You must supply so that we can assess your application)

Expected date of move:

Do any of the following apply to this child?

Is the child a Looked After child in public care? Yes No If yes, which Local Authority

Is the child a previously Looked After child in public care? Yes No

(If yes, please provide a copy of the relevant order)

Is this child a refugee or asylum seeker? Yes No

Is this child from a Crown Servant family? Yes No

If an application for an in-year place is accompanied by an official MOD letter declaring a relocation date we will arrange for confirmation of a school place in advance of relocation

Is this child a Gypsy, Roma, Traveller? Yes No

Is this child a carer? Yes No

Has this child been out of education for longer than one school term? Yes No

Is this child currently being home educated? Yes No

Section 4 – Your child's current school details

Name of current school or last school attended:

Date last attended if not currently attending:

Reasons for leaving: or reasons for request to change school: If you are requesting a school transfer because your child is experiencing difficulties, your child **must** continue attending their current school until your application is resolved, as in some cases this can take time

Are/were there any attendance related difficulties at this time or at any other school? Yes No

Does this child have any exclusions (fixed or permanent) at this or any other school? Yes No

If you have answered 'Yes' to the above questions, please provide details below.
Please also include the names and contact details of any outside agencies currently involved with this child, for example Social Worker, CAMHS, Education Welfare Officer, and attach a letter of support if applicable.

Please note that if you do not disclose additional information where applicable this **will** delay your application being processed.

Section 5 – Details of parent/carer making this application

Title: Surname: Forename:

Parent/carer address: (including postcode) at time of application:

Mobile phone:

Home telephone number(s):

Workplace telephone number:

Email address:

What is your relationship to this child: (please tick)

Mother: Foster Parent: Other: Please state below:

Father: Relative:

Step-Parent: Social Worker:

Do you have parental responsibility for this child? Yes No

Should more than one parent have legal responsibility for this child, both parents must be in agreement regarding the school(s) requested

If **no**, what is your responsibility for this child?

If you are caring for someone else's child for more than 28 days and are not an immediate relative, you may be private fostering and it is a legal requirement that you contact the local authority on 0300 456 0100. Further information is available at www.wiltshire.gov.uk/privatefostering

If you do not have parental responsibility for this child we will not be able to process the application

Section 6 – Parents/carers should send this to the headteacher of the child’s current school.

Failure to do so may result in the application being delayed

This information is required to establish whether the child’s application should be considered in accordance with Wiltshire Council’s In Year Fair Access Protocol (INYFAP) and/or to provide the allocated school with early notice of the possible need for a support package. Details of the INYFAP can be found on the Authority’s website.

The information below may be provided by another member of staff on behalf of the Headteacher (e.g. Head of Year) but not by the parent/carer

I have attached a SIMS report as the child is in Year 10 or 11

I confirm that the parent/carer has discussed with me the reasons for a transfer and:

(please tick)

I agree	I disagree	with the parents/carers comments in Section 4
I agree	I disagree	that a school transfer would be in the best interest of the child for the following reasons:

Please include any other information which you believe is relevant to this application. For year 10 and 11 applicants please provide details of the subjects which are being studied

<i>Please tick as appropriate</i>	Yes	No
Is this child subject to a Pastoral Support Programme/Plan?		
Is this child subject to an Individual Educational Plan?		
Is this child subject to a Common Assessment Framework?		

(If you have answered yes to any of the above, please attach a copy)

Signed:

Date:

Name (please print):

Section 7 – Preferred school(s) for your child

Please enter the name of your preferred school(s) and reasons for your application on the following pages. You are able to name up to 3 schools. It is very important that you understand the admissions criteria for each of your preferences – for schools in Wiltshire these can be viewed at the following link – www.wiltshire.gov.uk/admissions/formsguidesandpolicys

This will enable you to assess what order of priority will be given to each preference. The admissions criteria will also indicate whether you need to complete a supplementary form or provide additional supporting information for each of your preferences.

Where spaces are available, each of your preferences will be assessed against the schools published admission criteria. If a place can be offered at more than one of your preferred schools then you will be offered the school which is ranked highest on your list of preferences.

School of first preference: If your preferred school is outside Wiltshire you must still include it on this form (Continue your reasons on a separate sheet if necessary)

School Name:
I have visited the school or contacted the headteacher to discuss my reasons for choosing this school: Yes: No:
If no – please give your reasons for not contacting the headteacher or visiting the school:
Reason for application:

Does the child/parent/family have any special medical needs that require he or she must attend this particular school? *(If yes, please refer to guidance notes on this application form)*

Yes No

Complete the following information if you have named a faith school above

Has your child been baptised? Yes No Please state Religion

*(If yes, a copy of the baptismal certificate **must** be sent directly to the school)*

If the above information is not supplied it will cause a delay in processing your application and may affect the outcome

School of second preference: If your preferred school is outside Wiltshire you must still include it on this form (Continue your reasons on a separate sheet if necessary)

School Name:
I have visited the school or contacted the headteacher to discuss my reasons for choosing this school: Yes: No:
If no – please give your reasons for not contacting the headteacher or visiting the school:
Reason for application:

Does the child/parent/family have any special medical needs that require he or she must attend this particular school? *(If yes, please refer to guidance notes on this application form)*

Yes No

Complete the following information if you have named a faith school above

Has your child been baptised? Yes No Please state Religion

*(If yes, a copy of the baptismal certificate **must** be sent directly to the school)*

If the above information is not supplied it will cause a delay in processing your application and may affect the outcome

School of third preference: If your preferred school is outside Wiltshire you must still include it on this form (Continue your reasons on a separate sheet if necessary)

School Name:
I have visited the school or contacted the headteacher to discuss my reasons for choosing this school: Yes: No:
If no – please give your reasons for not contacting the headteacher or visiting the school:
Reason for application:

Does the child/parent/family have any special medical needs that require he or she must attend this particular school? *(If yes, please refer to guidance notes on this application form)*

Yes No

Complete the following information if you have named a faith school above

Has your child been baptised? Yes No Please state Religion

*(If yes, a copy of the baptismal certificate **must** be sent directly to the school)*

If the above information is not supplied it will cause a delay in processing your application and may affect the outcome

Details of any other children you may have attending any of your preferred schools

Name of school	Full name of child	Date of Birth

Declaration:

Please confirm the child's eligibility for a place at a state funded school by stating the nationality of the applicant in this box

If the child is not a resident in the EEA please provide a copy of the Visa or UK Residence card

The data collected on the attached application will only be used for the purpose of admission to a school as explained within these guidance notes. In order to process your application it may be necessary to share the information collected on this application with schools, within the local authority and with other local authorities. If you do not wish your details to be disclosed please indicate this within your application.

Wiltshire Council has a duty to protect personal information belonging to the public. The council is fully notified under the Data Protection Act 1998 and is committed to its principles and best practice information security BS7799. The council tries to keep information about you accurate and up to date. If, however, you find errors or inaccuracies in your data, we will erase, complete or amend that information, as appropriate, upon request.

I certify that the information I have provided is true to the best of my knowledge, and understand that any false or deliberately misleading information provided in this form and/or supporting papers may render this application invalid and could lead to the withdrawal of an offer of a school place for my child. I also give my consent for the School Admissions Team to contact relevant agencies in order to validate this application.

Signed:

Date:

Address for return of completed form:

School Admissions Team
County Hall
Bythesea Road
Trowbridge
BA14 8JN

Please complete this sheet and affix a postage stamp

Do not detach this form from your application

This form will be stamped by the School Admission Team. This will be returned to you and **must** be retained as proof of application

If this form has not been returned to you within 15 school days of posting, please contact Customer Services on **01225 713010**

Please affix a postage stamp

	Postcode:

Please complete your name and address above

Please write your preferred schools in the spaces below:

First Preference	
Second Preference	
Third Preference	

The Admissions team will aim to decide your application within 20 school days of its receipt. Please do not contact the admissions team before the 20 school days have elapsed unless you need to provide an update on the information in your form or notify the team of a change of circumstances.