

Changing school in-year application form

This form is for parent(s)/carer(s) who wish to change their child's school during the school year. **Do not** use this form for children starting school in reception, transferring from infant to junior school or transferring from primary or junior to secondary school.

Please complete **one form for each child** requiring a school place. All sections must be fully completed, additional delays may be incurred if there is any missing information. The Admissions Authority reserves the right to request further information and/or evidence at any time.

Please note that some schools may request additional information in order to support your application, for example, a Supplementary Information Form and/or a Baptism Certificate. This will be indicated in the school's Admissions Policy.

The school's Admissions Policy's, which includes the in-year application process, definitions and over subscription criteria for North Somerset schools can be found at www.n-somerset.gov.uk/admissions/arrangements-policies-consultations

In year transfer applications will not normally be considered until 21 days in advance of the date the place is required (35 days in advance for those moving house), excluding deferred entry for Reception Year Group children and families of UK service personnel with a confirmed posting, or crown servants returning from overseas. In year transfer applications for admission in September will be considered from 1 June.

Applications are normally processed within ten school days of receiving a complete application. Please note, school days do not include school holidays, bank holidays or weekends.

It is the responsibility of the parents of foreign national children to check that their children have a right under their [UK entry conditions](#) to study at a school before applying for a place. Parents can find more information at [Visas and Immigration](#).

Foreign nationals who do not normally reside in the UK but who wish to apply for a state-funded school place, are responsible for checking that their children have an immigration status which permits them to enter the UK to access a state-funded school. **Checking is the parents' responsibility, not the local authority's responsibility.** Children may be breaching their UK entry conditions by entering the country in order to attend a state-funded school if they do not have an immigration status that permits such study.

More information is available at www.gov.uk/guidance/schools-admissions-applications-from-overseas-children

Home to school transport guidance and information is available at www.nsomerset.gov.uk/schooltransport

Please return your completed form by email or post. If you have any queries, please use the contact details below:

Email: admissions@n-somerset.gov.uk

Post: North Somerset Council, School Admissions, Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ

Phone: 01275 884 078

1. Child's details

First name (s)

Last name

Date of birth

Gender

Current year group

Please see the school's Admissions Policy for information regarding admissions of children outside their normal age group, available at www.n-somerset.gov.uk/admissions/arrangements-policies-consultations

Current school

Home address

Postcode

It is important that the child's address information is accurate. If any of your preferred schools are over-subscribed, the distance between your child's home address and the school could be used when considering your application. Places gained at a school as a result of a fraudulent application will be withdrawn. **If you are moving home, please put the child's current address here and the details of the new address in [section 2](#).**

Council tax reference

If you are unable to provide a council tax reference number, please provide an alternative proof of address, such as a utility bill, signed rental agreement or exchange/completion document. See [section 2](#) if you are moving address.

Please tick if any of the following applies to your child:

This child has been permanently excluded from a school on two or more occasions and the last exclusion was within the previous two years.	<input type="checkbox"/>
This child has an Education Health Care Plan (EHCP).	<input type="checkbox"/>
This child is in the care of a local authority (looked after child). If yes, then this application MUST be completed and submitted by the child's social worker.	<input type="checkbox"/>
This child was previously in Care, but then immediately either adopted, became subject to a Child Arrangements Order or a Special Guardianship Order. Provide full details on a separate sheet. A Residence Order is deemed to be a Child Arrangements Order	<input type="checkbox"/>
This is a child of service personnel with a confirmed posting, or crown servants returning from overseas. If Yes provide proof of Posting	<input type="checkbox"/>
This child is currently living in the United Kingdom.	<input type="checkbox"/>

2. Moving address

Please only complete this section if you are moving address

Proposed new address

Postcode

Anticipated move date

In order to be considered from your proposed new address, you must provide independent confirmation of it. If you are buying a property you must provide a solicitor's letter confirming that contracts have been exchanged and a completion date set. If you are renting, a copy of the tenancy agreement signed by both parties (landlord and tenant) is required. **Your application will be considered from your current address until independent confirmation of your proposed new address is received.**

3. Preference (s)

Please enter the names, **in order of priority**, of any mainstream school(s) within North Somerset that you would like to apply for.

1st preference

2nd preference

3rd preference

What date is the school place required?

You may also include reasons for your preference(s), but please note that all allocations must be made in accordance with the over subscription criteria for each of the schools.

Continue on a separate sheet if necessary

Sibling details

Complete this section if the child has a sibling at any of the schools you are applying for.

Please see the school's Admissions Policy for the definition of a sibling, which is available at

www.n-somerset.gov.uk/admissions/arrangements-policies-consultations

Sibling full name

Sibling date of birth

Sibling current school

Member of staff

Complete this section if the child has a parent who is a member of staff at the school.

This is only relevant for schools that have children of staff as part of their oversubscription criteria. Please see the school's Admissions Policy for the oversubscription criteria and definition of a member of staff (if relevant), available at

www.n-somerset.gov.uk/admissions/arrangements-policies-consultations

School name

Staff member name

4. Your details

Title

First name (s)

Last name

Home phone

Mobile phone

Email address

Tick if your home address is the same as the child's or complete the address section below if your home address is different to the child's

Address

Postcode

Relationship to child *e.g. mother, father*

Do you have legal parental responsibility for the child?

Yes No

If you do not have legal parental responsibility for the child, you must provide an accompanying letter from a person with legal parental responsibility granting you the authority to make the application on their behalf.

5. Declaration

North Somerset Council is registered with the Information Commissioner's Office for the purposes of processing personal data. The School Admissions service is administrated on behalf of North Somerset Council by our partner Agilisys, who can be contacted on 01275 884 078.

The information you provide will be held and used in accordance with the requirements of UK and European data protection law. The information will form part of your School Admissions account, which will be held until the child leaves that educational stage (e.g. until they leave primary school, until they leave secondary etc).

Unless otherwise agreed with you, we will only collect the minimum personal data required to deliver the service, which includes child's name date of birth and home address, applicant name address and contact information. It does not include any special category personal information, or information relating to criminal convictions or offences.

The information will be used for the administration of School Admissions; our statutory duty under the School Admissions Code September 2021 (GDPR Article 6(1)(c)).

We will not use your personal information in a way that may cause you unwarranted nuisance. Failure to provide the information could result in the school application not being processed.

The information provided may be shared with schools, other council departments, other councils, North Somerset Community Partnership and Early Years setting (e.g. pre-schools), who have demonstrated that they have a lawful and legitimate interest in the information. The information will be used for the purposes of processing applications to schools, determining home to school transport entitlements throughout the time the pupil is at the registered setting, verifying the accuracy of the application, processing applications to schools in other councils, delivering School Nursing services, to confirm if an application has been submitted and so that the setting and school can communicate to ensure a smooth transition for your child and to fulfil our statutory duties under the School Admissions Code September 2021. At no point is your data shared or processed outside of the UK.

We may lawfully disclose information to public sector agencies to prevent or detect fraud or other crime, or to support the national fraud initiatives and protect public funds under the Local Audit and Accountability Act 2014. Under the conditions of the Digital Economy Act 2017, we may also share personal data provided to us with other public authorities as defined in the Act, for the purposes of fraud or crime detection or prevention, to recover monies owed to us, to improve public service delivery, or for statistical research. We do not share the information with other organisations for commercial purposes.

You have the right to see the personal data we process about you, as well as the right of objection, rectification, restriction and erasure in some circumstances. For details of how to make such a request, please click [here](#).

If you have any questions or concerns about the way we process your personal data, our Data Protection Officer can be contacted at DPO@n-somerset.gov.uk.

I understand that by signing this declaration I will be confirming that all the details given are to the best of my knowledge correct. I accept that any place offered may be withdrawn if it has been obtained by providing fraudulent or intentionally misleading information.

I confirm that I have read the school's [Admissions Policy](#) for any preference(s) expressed. I have checked to see if a certificate, a letter from a Church/ religious leader and/ or supplementary form is required to support my application and have checked the address where it should be received.

Please tick if you would prefer to receive your outcome letter by email instead of by post

The outcome letter contains your child's name, address, date of birth and the offered school place (where relevant). By ticking this box, you are accepting full responsibility and liability for the council sending this information via unencrypted and unsecured email. Please ensure you provide a valid email address in [section 4](#).

Signature

Date