

# LATE APPLICATION FOR ADMISSION TO FIRST AND PRIMARY SCHOOLS AND TRANSFER TO A MIDDLE SCHOOL FOR CHILDREN RESIDENT IN WORCESTERSHIRE FOR SCHOOL INTAKE SEPTEMBER 2018.

## Important Notes to be read before completion of the late admission application form.

Please read these notes in conjunction with the **Information for Parents book**. The book contains important information, which you need to read and understand so that you can complete this form. Not all information is on this form itself, so you must read the book as well.

The book is available to view online at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions).

Where application is being made to an **Academy, Foundation, Free or Voluntary Aided School** it is **essential** that you refer to the **School Prospectus**, available from the School.

**\*NB If you are unsure as to the different types of school or require details on individual schools, this information can be viewed in the Information for Parents book at the website address above.**

### Note 1 - Late Applications - including Late Changes to on time applications.

Places in First, Primary and Middle Schools are allocated on the basis of applications made on or before the closing date of 15th January 2018.

For Community and Voluntary Controlled Schools within Worcestershire the Council has agreed in the co-ordinated scheme to accept late applications (including late changes to on time preferences) made before 28th February 2018 and treat them as being on time, only in the following circumstances;

- a) where a family have just moved address (e.g. Between 16th January 2018 and 28th February 2018) In order to qualify as living within a catchment area of a given school please refer to Section 8 of the 2018/2019 Information for Parents book for guidance, available to view online at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions) );
- b) where it is agreed by School Admissions, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

In each case independent supporting documentary evidence will be required. **In all other circumstances, late applications, including late changes to on time applications, will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.** For Academy, Foundation, Free or Voluntary Aided schools, or a school outside Worcestershire, it will be necessary to refer to the late application policy of the school or the LA in whose area the school is located.

### Note 2 - Parental responsibility

Should more than one parent have parental responsibility for a child, both parents must be in agreement over the preferences expressed prior to the application being submitted. Failure to ensure agreement prior to submission, may result in a delay in the application being processed and in some instances a legal resolution may be required. When submitting your application, as part of the terms and conditions, you will be required to confirm that parents are in agreement with the preferences expressed. If it is subsequently determined that agreement was not made prior to the application being submitted, it could result in the withdrawal of the offer of a place, if it is determined that the information supplied was misleading or fraudulent.

### Note 3 - Change of Address

If you are moving address, you must notify the Headteacher and School Admissions of any change to your child's home address as this might affect your application. Please refer to the Information for Parents book for details on late changes of address. Any change of address will require independent supporting information to be provided with the application on or before the 28th February for First/Primary or Middle Schools, for full details please refer to the Information for Parents Book.

## Note 4 - The catchment area school

In all cases, you are advised to refer to the Information for Parents book which sets out the importance of knowing the catchment area school for your child's home address. If you are unsure of your catchment area school(s), you can find out by either telephoning: **01905 822700** or by visiting **www.worcestershire.gov.uk/schooladmissions** and following the link to school catchment areas.

## Note 5 - Children of staff at the school

Please note that in order to qualify for this category, the member of staff must have been employed for 2 or more years at the time of application or recruited to fill a vacant post for which there is a skill shortage.

## Note 6 - Applications to Academy, Foundation, Free and Voluntary Aided Schools

If you are applying for a place at an **Academy, Foundation, Free or Voluntary Aided School** you are advised to check that this is the school serving your area.

- If you are applying for a school place at a Catholic School please complete Section E.
- If you are applying for a school place at a Church of England School please complete Section F.

It is essential that you refer to the school's prospectus for further details relating to Late admission arrangements as you may wish to include relevant information in Section D of this form. Admissions are the responsibility of the School Governing Body

## Note 7 - Applications to Community and Voluntary Controlled Schools

Admissions to Community and Voluntary Controlled Schools are administered by School Admissions. The Headteacher of the school involved is not in a position to offer your child a place;

All preferences for all types of schools will be treated equally, and places are allocated in accordance with the published admissions criteria.

Admission of a child to a school of your preference does not mean that younger siblings will automatically gain admission to the same school, or mean that your child will be able to obtain a place at the follow on Middle or High School.

## Note 8 - Transport

Details of Worcestershire County Council's transport assistance policy are explained on the Worcestershire County Council website at the following address:

**www.worcestershire.gov.uk/homepage/18/school\_and\_college\_transport**

- Please be aware that any transport arrangements approved for this application will not set a precedent for siblings. Each application for transport will be dealt with on an individual basis. The information contained on this application may be shared with School Transport to aid in their planning and assessment.

## Note 9 - Withdrawal of Application

You should inform School Admissions as soon as possible if you are withdrawing your application for any reason.

## Note 10 - Additional Information

Please note that, if your preferred school is oversubscribed, admission authorities have to use a fair method of deciding how places should be allocated. For **Academy, Foundation, Free and Voluntary Aided schools** it is essential that you refer to the relevant **School Prospectus** for details relating to the admission arrangements and definitions. For **Community and Voluntary Controlled Schools** please refer to the Information for Parents book for the admission policy and definitions. We will exchange the information you provide for statutory educational purposes and for transport assessment purposes.

## Note 11 - Additional Information

Completed application forms need to be returned to:

**School Admissions, Prime House, Woodbury Lane, Norton, Worcester, WR5 2PT. Please ensure that the receipt below has been signed and dated by the School or School Admissions and retain as proof of submission. School Admissions will not accept proof of submission unless this receipt had been completed, retained and can be produced as evidence. If you require this slip to be returned to you, you will need to include a Self Addressed Envelope (SAE) including postage.**

I acknowledge receipt of application form, in respect of (name of child) .....

Signed ..... Date .....

Postition at School or Local Authority .....



# LATE APPLICATION FOR ADMISSION TO FIRST AND PRIMARY SCHOOLS AND TRANSFER TO A MIDDLE SCHOOL FOR CHILDREN RESIDENT IN WORCESTERSHIRE FOR SCHOOL INTAKE SEPTEMBER 2018.

Please complete and return this form to School Admissions, Prime House, Woodbury Lane, Norton, Worcester, WR5 2PT.

Application may be made for any maintained school whether it is an Academy, Community, Foundation, Free, Voluntary Aided or Voluntary Controlled school. It is important to complete this form in order to make your preference of school clear. Failure to do so could result in your child not being allocated a place at the school you prefer. Please also complete this form to indicate if you are applying for your child to attend a school in another county in order that we can notify the appropriate Local Authority.

## Section A

Child's Surname	<input type="text"/>	Gender: Male <input type="checkbox"/>	Female <input type="checkbox"/>
Child's First Name(s)	<input type="text"/>	Date of birth <input type="text"/>	Age <input type="text"/>
Child's home address (in full) <small>(If this changes between now and September 2018 please remember to inform School Admissions - see note 3)</small>	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Surname and Initials of Parent/Carer <small>(Mr/Mrs/Ms/Miss)</small>	<input type="text"/>		
Contact Telephone Numbers	<input type="text"/>	Email	<input type="text"/>

## Section B

Child's Present School <small>(if applicable)</small>	<input type="text"/>		
Does your child have a Statement of Special Educational Needs under the Education Act 1996 or an Education and Health Care Plan under the Children & Families Act 2014?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Has the child ever been looked after by a Local Authority?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes please name the Local Authority	<input type="text"/>		

## Section C – Preferences

	Please state below the schools you would prefer your child to attend in the school year 2018/2019	If your child has a sibling currently attending the preferred school, please give their <b>name and date of birth</b> below	(See * below)	Staff Child **
Preference 1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preference 2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preference 3	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*Please tick this box if the sibling named will still be attending the school in September 2018

\*\* Please tick this box if the child is a staff child (see note 5 for details)

## Section D

Please state why you are applying after the closing date and any reasons for your preferences. For applications to Academy, Foundation, Free or Voluntary Aided schools, please also include information as specified in the admissions criteria (refer to the school prospectus).

Dependent upon the category of school for which you are applying, please complete Section E & F as appropriate

## Section E - Catholic School

Child's Religion

Date of Baptism

Please attach a photocopy of the **Baptismal Certificate**. If you do not have this please contact your Parish Priest.

Parish/Church to which you are attached

(Please refer to the School Prospectus to see if it is necessary to attach a letter of support from your Parish Priest.

Please indicate that you have attached:

i) Copy of Baptismal Certificate Yes  No

ii) Letter of support from Parish Priest

## Section F - Church of England School

Child's Religion

Do you attend church regularly? Parent/Carer: Yes  No

Child: Yes  No

If YES please give name of Church and name of Priest/Minister

It is essential that you refer to the school prospectus and/or application pack. Please complete all the necessary forms and details. **Please indicate if you have attached this information.** Yes  No

## Declaration

- I have read the information for Parents Book 2018/2019 together with the explanatory leaflet and the notes attached to this form.
- I understand that my application will be subject to the late application policy.
- I have attached any independent supporting documentary evidence to explain why my application was late.
- I understand that a place may be lawfully withdrawn if it is proved to have been offered on the basis of a fraudulent or misleading application.
- I understand that the data on this form will be used in the admission process and where necessary will be shared with other admissions authorities, as well as other departments within the Local Authority.
- I have read the admission criteria as detailed in the school prospectus
- I agree that where more than one person has parental responsibility for this child, agreement over the preferences has been reached. I understand that failure to do so may result in a delay to this application and legal resolution may need to be sought.

**IMPORTANT - SEE NOTE 2**

Signed (Parent/Carer)

Date

**The completed form must be returned to:**

**School Admissions, Prime House, Woodbury Lane, Norton, Worcester, WR5 2PT**