

Swindon Borough Council In-year School Admission Form

PLEASE READ THIS INFORMATION REGARDING MAKING AN APPLICATION.

PLEASE KEEP PAGE 1 & 2 FOR YOUR OWN REFERENCE.

THE LAW

All children between 5 & 16 must receive full time education. If your child is registered at a school it is your responsibility as a parent to ensure regular and prompt attendance. This is a legal duty and failure to do so could result in action being taken against you by the Local Authority.

MY CHILD IS UNHAPPY AT THEIR SCHOOL WHAT SHOULD I DO

Before you make a definite decision to request to move to another school you should think very carefully and talk through any problems you have with your current school with a view to resolving the issues.

MOVING TO A NEW SCHOOL MAY NOT MEAN THE PROBLEM IS RESOLVED

Under no circumstances should you withdraw your child from their current school whilst a transfer request is being considered.

TRANSFERRING SCHOOLS

Before submitting your application you should consider the following

- a. Your child will have to make new friends at a new school and may feel isolated or lonely.
- b. Schools may not follow the same curriculum. Your child may be required to follow a different curriculum and/or may miss out or repeat parts of a curriculum.
- c. Are there places available at the school(s) you are applying for? Have you checked this with School Admissions?
- d. How will your child travel to the new school?
- e. Have you considered the costs of buying a new school uniform?
- f. Do you wish for your child to start school at the beginning of a new term? If so you need to send the application to the School Admissions Team in plenty time to be processed. Please be aware the Team receive increased numbers of applications at the beginning and end of terms which may increase the processing time.

ADMISSIONS PROCEDURE

1. This application form is used to transfer into a school within the **Swindon** area only.
2. If you wish to apply for a school outside Swindon you should contact the relevant local authority and apply to the school directly.
3. The Local Authority operates a fully coordinated in-year admissions system and we consider all 3 preferences expressed at the same time.
4. The form should be submitted to the Local Authority, who will liaise with the relevant admitting authority to coordinate an offer of a place at one of the schools on the submitted application form, taking into account the oversubscription criteria for the relevant school if necessary.
5. If the school you are applying for requires a supplementary form or a Baptismal Certificate you must submit this at the time of the in-year application form. If you do not do so, this may affect whether your child is eligible for the school place.
6. All preferences are considered equally and the LA therefore ensures that the highest preference is offered wherever possible. The LA will send out an offer letter, but own admitting authority schools may also send their own offer letter.
7. If we are unable to offer any of your preferences and your child does not have a current school place (and you have provided evidence of your Swindon address), we will offer an alternative school place. This will be the nearest school with a place available (measured as a straight line).
8. The applications are considered in process periods and a calendar of dates is available on the Council's website as to when applications are considered and offers are made. On the whole, offers are made every 6 school weeks and so it will take up to 6 school weeks to consider your application.

9. You should only make an application if all parties with parental responsibility are in agreement with the application – if it is not the case, the application cannot be processed.
10. Where the school has reached its published admission number (the maximum number of children which can be in each year group), then your preference will be refused. If it is not possible for the School Admissions Team to offer any of your preferences, please contact School Admissions to discuss alternative options. If the child is out of school for two months a referral may be made to the Fair Access Panel to allocate them a school place.
11. If you have moved to the Swindon area and are applying for a place in Year 11, please provide details of the subjects and curriculum you are studying. These applications are subject to the Year 11 protocol and places will be allocated by the Fair Access Panel.
12. Please carefully read the notes within the application form to ensure that it is completed correctly.

Please see below the Process Period dates for all in year applications for the academic year 2017-18:

Process Period	Open date	Closing date	offer date
1	21/08/2017	07/09/2017	19/09/2017
2	08/09/2017	21/09/2017	02/10/2017
3	22/09/2017	05/10/2017	17/10/2017
4	06/10/2017	13/11/2017	27/11/2017
5	14/11/2017	11/12/2017	09/01/2018
6	12/12/2017	24/01/2018	07/02/2018
7	25/01/2018	28/02/2018	14/03/2018
8	01/03/2018	28/03/2018	26/04/2018
9	29/03/2018	11/05/2018	25/05/2018
10	14/05/2018	08/06/2018	22/06/2018
11	11/06/2018	29/06/2018	13/07/2018
12	02/07/2018	16/07/2018	23/07/2018

Key:

Open date: When you can apply from.

Closing date: date you must have submitted your application (by 12 noon that day).

Offer date: date we will send letters to parents to inform them of the offer of a school place.

IN YEAR TRANSFER APPLICATION CHECKLIST

THIS CHECKLIST IS FOR YOUR REFERENCE AND SHOULD BE USED AFTER YOU HAVE COMPLETED THE APPLICATION

1. I have considered carefully the reasons why I wish my child to move school Yes No
2. I have made enquiries to determine the possibility of places in my preferred schools Yes No
3. I have completed the application fully to the best of my ability without providing false information Yes No
4. I have provided, if necessary a copy of my child's passport and visa Yes No N/A
5. I have provided, if necessary proof of address in the required format Yes No N/A
6. I am only applying for schools in the Swindon Borough Council area. Yes No
7. The Head Teacher of my child's current school has signed the application (only required if the child attends a Swindon school) Yes No N/A
8. I have sent the supplementary information form to the school for consideration Yes No N/A

Record the preferences you have made on your application below

	Preference Made	Outcome received
1.		
2.		
3.		
Date application submitted:		

PLEASE KEEP PAGE 1 & 2 FOR YOUR OWN REFERENCE.
YOU SHOULD NOT SEND IT WITH YOUR APPLICATION

Swindon Borough Council In-year School Admission Form

This application form should be used if you wish to apply for a school within Swindon only. If you wish to apply for a school in another Local Authority area you should contact the Local Authority where the school is situated to find out how to apply.

The application should be returned to **School Admissions, Swindon Borough Council, Wat Tyler House, Beckhampton Street, SN1 2JH.**

Please note that the Local Authority process application form in process periods and these take up to **6 school weeks to process your application**. Please visit https://www.swindon.gov.uk/info/20071/school_places_and_admissions/422/transferring_to_a_swindon_school to see the dates for the process periods and when you need to submit your application by, and when you will be notified of the outcome.

Once offered, you should make contact with the school to agree a start date. If the school has reached its published admission number (the maximum number of children which can be in each year group) then your preference will be refused.

Section 1: About Your Child

PLEASE COMPLETE IN BLOCK CAPITALS. Please enter the child's legal name as it appears on their birth certificate (or adoption certificate) unless their name has been changed legally.

The address at which the child lives must be the address where the child resides for most of the week with his/her parent or carer. Where a child has a joint address, the address where the child benefit and/or child tax credit is paid will be taken as the child's address.

The child must be resident in the UK for an application to be valid. Where the child's most recent school was not in the UK, then the child's original passport must be provided at Swindon Direct, One Stop Shop, Beckhampton Street for validation and photo copying.

Legal Forename(s)		Legal Surname	
--------------------------	--	----------------------	--

Date of Birth	D	D	M	M	Y	Y	Current Year Group		Male / Female	
----------------------	---	---	---	---	---	---	---------------------------	--	----------------------	--

Current Home Address

I confirm that the child is resident in the United Kingdom	Yes		No	
---	------------	--	-----------	--

Current school or most recent school attended or other form of education received?
Address:
Telephone Number:
Date left / Intending to leave

For office use only:	
Date received	
Catchment	
Process Period	
School Offered	
Date Place accepted	
Date started	

School Admissions
Swindon Borough Council
Wat Tyler House
Beckhampton Street
Swindon
SN1 2JH
Tel: (01793) 445500
Fax: (01793) 465770
schooladmissions@swindon.gov.uk



Has the child previously been looked after or is currently looked after? (If the child is currently looked after, has previously been looked after or is subject to a residence or special guardianship order, please provide information and a copy of any relevant order.)	Yes		No	

If yes, in which Local Authority?	
Date child became looked after?	

Is the child known to Social Services?	Yes		No	
If yes, name of Social Worker				
Contact number for Social Worker				

Does the child have a Statement of Special Educational Needs or Education Health and Care Plan or is undergoing statutory assessment?	Yes		No	
If yes, please give details on separate sheet				

Does the child have a disability?	Yes		No	
If yes, please give details on separate sheet				

Has the child ever been subject to a temporary or permanent exclusion?	Yes		No	
If yes, please give details on separate sheet				

Section 2: About You

First Parent or Carer					
Title		Forename		Surname	
Relationship to the child					
Home Address (if different from your child)					
Telephone number (Home)		Telephone (Mobile or Work)			
Email address					
I confirm I have parental responsibility for the child (If you do not have parental responsibility you may not apply for a school place)	Yes		No		

Is there any other person who has parental responsibility who may object to this application?	Yes		No	
--	------------	--	-----------	--

Is there a court order in relation to the parental responsibility of this child? (Please provide details on a separate sheet)	Yes		No	
---	------------	--	-----------	--

Are you a member of the Armed Forces / Returning Crown Servant? (please provide an official letter that declares a relocation date and a Unit postal address or quartering area address)	Yes		No	
---	------------	--	-----------	--

Second Parent or Carer				
Title		Forename		Surname
Relationship to the child				

Home Address (if different from 1 st parent/carer)			
Telephone number (Home)		Telephone (Mobile or Work)	
Email address			

Section 3: About Your Application

<p>If you are moving house, please give the new address where the child will be resident.</p> <p>In order for any new address to be taken into account when considering your application, you must provide proof of move. If you are not able to provide evidence with your application, this should be forwarded as soon as possible. This may affect your position on a waiting list. If proof is not provided, the address held on file will be used. If we are unable to allocate one of your preferences and your child does not attend a Swindon School we cannot determine an alternative offer without the proof of a new address in one of the forms list below.</p>
<p>New address</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

Date of Intended Move					
Have you provided evidence with this application?				Yes	No
Solicitors' letter detailing exchange of contracts		Signed Tenancy agreement		Utility bill (less than 3 months old)	Council Tax Bill (less than 3 months old)

Section 4: The schools you are applying to

Please indicate which school(s) you would like your child to attend in order of priority. You should include only schools within **Swindon**; these include Community, Voluntary Controlled, Voluntary Aided, Academies or Free Schools. You can also provide your reasons for applying. Any schools outside of Swindon cannot be considered, you must make a separate application to that schools Local Authority.

Some VA/Foundation/Academy schools require a supplementary information form (SIF) or Baptismal Certificate; please contact the school directly to enquire about this.

Should you be unsuccessful in gaining your preference for a Swindon Community or VC school you will be placed on the waiting list for the remainder of this academic year. You would need to re-apply to remain on the waiting list for future academic years. Please seek advice from the schools which are their own admitting authority or outside the Swindon area. If you are placed on a waiting list for a Voluntary Aided or Academy school you will need to contact them to discuss waiting list positions.

If you have already applied for a school place for your child during this academic year, and you make another application, your most recent application will replace your previous application including waiting list preferences.

1st Preference School:				
Reasons				
<i>Office use</i>	O/S criteria		Distance	
2nd Preference School				
Reasons				
<i>Office use</i>	O/S criteria		Distance	
3rd Preference School:				
Reasons				
<i>Office use</i>	O/S criteria		Distance	

Date Place is ideally required from	
--	--

Do you have any siblings (brothers or sisters) living in the same family unit attending the school you are applying for?	
Name	
School	
Date of Birth	

If you are applying for other children to attend the same schools listed above, the situation may arise where it is not possible to offer the same schools to both children.			
If this situation arises do you agree to the child being allocated a lower preference to ensure all children are in the same school			
Yes		No	

Section 5: Head Teacher's signature

<p>If your child is currently attending a <u>Swindon School</u>, please take the application form to be signed by the child's current Head Teacher and discuss the reason you want to apply for another school. <i>Your application cannot be processed without this.</i></p>			
<p><i>I am aware of the application and it has been discussed with me.</i></p>			
<p><i>Head Teacher comments:</i></p> 			
Should the application be referred to the FAP?	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No		
Signed (Head Teacher):	Date		

Section 6: Declaration

I understand that the School Admission Authorities reserve the right to check the information given on this form. Any offer of a place will be on the basis that the information is accurate. I confirm that the information is correct and that providing false, misleading or fraudulent information may result in a place being withdrawn.

Data Protection: The information that you have given on this form will be used for the purpose of processing your application for a school place for your child. The Admitting Authority has a duty to share the information given with Swindon Borough Council Children Services.

Declaration: *I confirm that the above information is correct and that all parties with parental responsibility are in agreement with this application.*

Signed (parent):

Date