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| **In Year School Admissions Application Form**  For further information visit: [**www.westberks.gov.uk/inyearadmissions**](http://www.westberks.gov.uk/inyearadmissions) |  |  |

**Please read the form carefully and complete all sections\* so that your application can be processed correctly**

**Section 1 – Details of the applicant, the person making the application**

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| **Parents Name: \*** | | **Title: Initial: Last Name:** | | | |
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| **Relationship to Child (example: Mother):** | | | | **\*** | |
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| We will normally only accept applications from the child’s legal guardian/(s)  If you have a private fostering arrangement please provide the details in an accompanying letter. | | | | | |
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| **Address: \*** |  | | | | |
|  | | | | | |
| **Contact telephone numbers: \*** | | |  | | |
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| **Email** (only complete if you are happy to communicate this way): **\*** | | | | |  |
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**Section 2 – Child’s details**

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| **Child’s First Name: \***  (Full Legal Name) |  | **Child’s Last Name: \***  (Full Legal Name) | |  | | | |
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| **Child’s Gender: \*** | (Male) or (Female) | **Childs Date of Birth: \*** | | |  | | |
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|  | | Office use Only – Year Group: | | | | |  |
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| **Child’s home address (where the child lives) if different to the applicants: \*** | |  | | | | | |
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| **If the address is different please provide the details of why you are making the application in an attached letter\*.** | | | | | | | |
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| **Is the address the permanent home address? Refer to below\*** | | | (Yes) or (No) | | | If no please attach details | |
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| **Important Information relating to what is considered to be a permanent home address:**   * The child’s permanent home address is very significant in the admissions process because the address is used to determine how places will be offered in oversubscribed schools. | | | | | | | |
| * ‘Permanent home address’ is defined in full in the Admissions Guide for Parents, but common questions are answered below. | | | | | | | |
| * A rented property will not be considered as the permanent home address if a previous property is still owned. | | | | | | | |
| * Temporary addresses for example; staying with friends or family cannot be used. | | | | | | | |
| * Where parental responsibilities are equally shared, the home address is considered to be where the child spends the majority of nights during a school week. | | | | | | | |
| * If information provided by applicants is fraudulent or intentionally misleading and a school place is offered, **that place will be withdrawn and can be withdrawn even if a child has started at the school.** | | | | | | | |

**Section 3 – Details relevant to the application**

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| **What date would you like your child to start? \*** | |  | |
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| **What is the name of your child’s current / previous school? \*** | | |  |
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| **Are you applying for a year group outside of your child’s normal age range? \*** | (Yes) or (No) | If yes please provide details of the requested year group and why it is necessary for your child. | |
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| **Are you applying from or have you recently moved from overseas? \*** | (Yes) or (No) | If yes, Parent’s will need to show their passports and the child’s passport. Contact Admissions. | |
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| **Does your child have a statement of Special Educational Needs? \*** | (Yes) or (No) | You must contact the Special Educational Needs Team to change your child’s school.  Telephone: 01635 519713 | |
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**Section 4 – Fair Access**

The local authority is required to operate a fair access protocol which promotes an effective way of allocating school places. To help us process your application as quickly as possible please complete the following: **\***

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| Have you contacted the school or schools you are applying for? | | | (Yes) or (No) |
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| Has your child received one or more fixed term exclusion? | | | (Yes) or (No) |
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| Has your child been permanently excluded from a previous school? | | | (Yes) or (No) |
|  | | | |
| Was your child permanently excluded from the last school attended? | | | (Yes) or (No) |
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| Has your child been permanently excluded from more than one school? | | | (Yes) or (No) |
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| Have you had contact with Education Welfare due to your child’s school attendance? | | | (Yes) or (No) |
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| Are there child protection issues the admissions team and school need to be aware of?  If yes, please provide details: | (Yes) or (No) |  | |
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**Section 5 – School Agreement**

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| When considering changing schools, you are strongly advised to contact your child’s current school. It is important to discuss the implications of changing schools to ensure a smooth transition if a move is possible.  If you are applying to transfer your child from one West Berkshire School to another because he/she is having problems, please discuss the possibility of a “Fresh Start” with your child’s current headteacher.  Please take this application into your child’s current school when you discuss the possibility of changing schools to be signed by the head teacher.  **For headteacher to comment:** Do you believe a “Fresh Start” would be in the best interest of the child?  (Yes) or (No)  If yes, have you made contact with any of the preferred schools to discuss the possibility of a “Fresh Start”? (Yes) or (No)  If yes, have any of the preferred schools agreed in principle to a “Fresh Start”? (Yes) or (No)  If yes please provide details:  Headteacher’s signature:  **For parent to comment:** If it has been agreed that a “Fresh Start” is appropriate please still complete and return the form.  Are you happy for the admissions team to wait for the outcome of the “Fresh Start” process before processing the application form? (Yes) or (No)  Parent’s signature: |

**Section 6 – Information for making your preference**

* You can apply for almost all Academy, Community, Foundation, Voluntary Controlled and Voluntary Aided schools in West Berkshire using this application form. To apply for Englefield Church of England Primary School you need to contact the school to apply separately.
* All schools have a limit to how many children can be taught within each year, known as the admission number.
* Admission Authorities publish over-subscription rules to determine which children will be offered school places.
* The oversubscription rules for schools in West Berkshire are published in the Admissions Guide, available on the website: **www.westberks.gov.uk/inyearadmissions**
* It is important to read the oversubscription rules for the schools you are applying for. You may need to provide supplementary evidence or a supplementary form to meet particular rules. Supplementary forms are available from the website or by contacting the school admissions team.
* You can check your catchment school/s at: [**www.westberks.gov.uk/catchment**](http://www.westberks.gov.uk/catchment)
* The admission over-subscription rules are only relevant if the school is full.

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| **1st preference school:**  Reasons for applying: |  |  |  |
|  | FOR OFFICE USE |  |
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| **2nd preference school:**  Reasons for applying: |  |  |  |
|  | FOR OFFICE USE |  |
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| **3rd preference school:**  Reasons for applying: |  |  |  |
|  | FOR OFFICE USE |  |
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| Have you supplied evidence to support an application based on medical or social grounds? **\*** | | | (Yes) or (No) |
| Have you supplied evidence or completed a supplementary form to support an application based on religious grounds? **\*** | | | (Yes) or (No) |
| Is one of the parents a member of staff at a preferred school? **\*** | (Yes) or (No) | School: | |
| Does your child have a brother or sister attending any preferred school and who will continue to attend in the next academic year? **\*** | | | (Yes) or (No) |
| **If yes please provide sibling details below.** Having a sibling in a preferred school is part of the over-subscription rules for most schools. Brother or sister may also mean step/foster sibling and children of the parent/carer’s partner living in the same family unit. | | | |

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| **Sibling’s Details** | **First Name: \*** | **Last Name: \*** | | **Date of Birth:\*** |
| **Current School: \*** |  | **Address: \*** |  | |

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| Is the child looked after by a local Authority? **\*** | (Yes) or (No) | If yes, please proved the Local Authority name: |
| Was your child previously looked after by a local Authority? **\*** | (Yes) or (No) | If yes, please proved the Local Authority name: |
| Looked after and previously looked after children meet the highest admission rule. | | |

**Section 7 – Declaration**

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| I understand that school admission authorities reserve the right to verify the information given on this form. Any offer of a place will be on the basis that the information is accurate and up to date. If a school place is offered and the supplied information is fraudulent or deliberately confusing the offer will be withdrawn even if the child has started at the school. **I confirm that the information I have provided on this form is correct.**  **I also understand that my child’s current school may be contacted.**  **Signature of applicant: \* Date: \*** |

**Please return the application form to:**

**ENGLEFIELD CE PRIMARY SCHOOL, The Street, Englefield, Reading RG7 5ER**

**or email:** [office@englefield.w-berks.sch.uk](mailto:office@englefield.w-berks.sch.uk)