

In Year School Admission Request

Section one – Important information

This form should be used for all pupils who require an in year school place. This may be due to a house move or to request an alternative school place. If the child has a statutory statement of special needs please contact the Admissions Team for information on how to apply.

Before you apply

Please read the important information below before completing the application form. If you need any help with your application, contact the Admissions Team.

- Applications for in year school places must be made through the home local authority in which you live, or are moving to, even if you are requesting a place at a school outside of your area. Schools cannot offer places direct.
- The school place must be required within 2 months of the application date. Applications outside of this time scale will not be processed. School places cannot be reserved and we therefore process and allocate places, where possible, close to the date the school place is required. Once a school place has been offered the child should start attending the school within 10 school days otherwise the place may be withdrawn.
- We are unable to consider applications until you have a confirmed moving date. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts or a copy of your signed rental agreement may be required to support your application. Please include this with your application if possible to enable us to process your application.
- Children must be resident within the country before an application can be made. If your application is due to a move into the UK, documentary evidence to support your application will be required. A copy of the child benefit letter and medical card are normally acceptable, along with a copy of your rental agreement or exchange of contracts letter. Please send copies with your application. The county council reserves the right to seek further documentary evidence as it feels appropriate.
- Parents can state up to 3 preferences on their application form. If we are unable to offer a place at any of your preferences, a place will be allocated at the school nearest to your home address with availability. Only one application can be made each school year for one particular school.
- Some schools may require you to complete additional forms to enable them to apply their criteria i.e. Faith Schools. See our website or contact the Admissions Team for further information.
- Special conditions apply for UK Service and Crown Personnel. Contact the Admissions Team for further details.

School Section

If the child is currently attending a Northamptonshire school and your request is not due to a house move, the school section of the form is to be completed by the outgoing school. Failure to do this may result in a delay in processing your application. Please contact the Admissions Team if you have any difficulties in completing this.

Waiting Lists

If we are unable to offer a place at your preferred school/s, please indicate on the form if you would like to add the child's name to the waiting list for a Community or Voluntary Controlled school. Waiting lists for these schools are maintained by the Admissions Team and remain valid until the end of the academic year (August). You must contact us in writing or via email from the beginning of September if you wish to renew your interest for the next academic year. For Academies, Foundation, Trust and Voluntary Aided schools you will need to contact the school direct to discuss their waiting list policy.

Section two – Child details

***Indicates a mandatory field. Failure to complete these may result in a delay with your application. Please complete using block capital letters.**

Child's first name*

Child's legal surname*

Child's preferred surname

Gender

Male

Female

Date of birth*

____ / ____ / ____

Academic Year Group

Language spoken at home

Child's current address*

Post code*

Child's new address (if applicable)

Post code

Section three – Preferred schools

You can express preferences for up to three schools. We recommend that you use all 3 preferences.

School name (in order of preference)	If unavailable, would you like to be put on the waiting list?	Do you already have an older child attending the school?
1	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
2	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
3	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Date place required from*	____ / ____ / ____	

Section four – Parent/carer details

The child's home address will be regarded as the address of the parent(s) (or guardian) with parental responsibility with whom they normally reside.

Parent or Guardian's name*

Relationship to child*

Contact telephone number*

Mobile number

Your email address

I give consent for all correspondence to be sent to the email address above. Yes

Section five – Additional information

Current or previous school*

Is your application due to a change of address?

Yes No

Date of moving/proposed move to above address

 / /

Does the child have a Statement of Special Educational Needs or are they undergoing statutory assessment? * If yes contact the Admissions Team for details on the application process

Yes No

Is the child registered disabled?

Yes No

Is the child in the care of a Local Authority?*

Yes No

Has the Education Welfare Service been involved with the family?*

Yes No

Is the child subject to a court order or known to another agency? (i.e. BACIN, Social Services)?*

Yes No

Does the child attend school regularly?*

Yes No

Has the child ever been excluded?*

Yes No

Is the child a Refugee or a Asylum Seeker?

Yes No

Religion (if applying for a faith school)

Will you be filling in another application form for additional children within the same family?

Yes No

If so, how many?

Please give reasons

Please add any information you would like us to know before we look for a suitable school place for the child.

Include details of any siblings currently attending any of your preferred schools, reasons for leaving previous school, disabilities etc.

Section six – Declaration*

I certify that I am the person with parental responsibility for the child and that the information given is true and correct. I confirm that I have read the information in Section one and understand that the Admissions Team may need to share the information provided with other professionals within the county council relating to education. I understand that the council may contact the child's current school for information which may include attendance and exclusions data.

Signed*

Print name*

Date*

 / /

Relationship to child*

Please ensure you attach documentary evidence as requested in section one and ask the outgoing school to complete the school section, if applicable. Failure to do this may delay your application.

Section seven – School section (to be completed by Headteacher of current school)

If you are applying for a school place and have not moved address, the headteacher (or head of year) of the child's current school is to complete this section.

Child's name

Has the parent discussed the transfer request with you and are there any reasons why you feel this change of school would be detrimental to the child in any way?

Does the child have any special needs?

School Action

Yes

School Action Plus

Yes

Under Assessment

Yes

Statemented

Yes

Does the child have any exclusions?

Yes

Are there any attendance related issues?

Please give % attendance and number of unauthorised absences in the last 12 months

%

Are external agencies involved with the child?

Yes

Other information which may be relevant to application

(behavioural issues, if applicable, previous schools attended in the last 2 years if known)

Name

Position held

Signed

Date

School Stamp

Detailed information on schools in Northamptonshire can be found at www.northamptonshire.gov.uk/admissions
Please send the completed form to:

School Admissions, PO Box 216, John Dryden House,
8-10 The Lakes, Bedford Road, Northampton NN4 7DD

Telephone: 01604 236599 • Fax: 01604 237011

Email: admissions@northamptonshire.gov.uk