

**APPENDIX A**



# Trinity Church School

Woodborough Lane, Radstock BA3 3DE  
Telephone 01761 438650

## APPLICATION FOR A SCHOOL PLACE (in-year admission)

Please complete one application form per child. Please read the Explanatory notes (Page 4) before completion. Once fully completed the application form should be returned to: School Office, Trinity Church School, Woodborough Lane, Radstock, BA3 3DE or [office@trinitychurchschool.com](mailto:office@trinitychurchschool.com)

**Please note that it can take up to 15 school days to process this application.**

### SECTION 1 – DATE OF ADMISSION

Please enter the date from which admission is required<sup>1</sup>

### SECTION 2 – REASON FOR YOUR APPLICATION

Moving into B&NES/Somerset	Y/N	If yes, evidence must be enclosed <sup>2</sup>	
Moving within B&NES/Somerset	Y/N		
Not moving but wanting to change schools	Y/N	Has change been discussed with current school?	Y/N
Not moving, child currently home educated	Y/N	If yes, please provide dates of home education <sup>3</sup>	

### SECTION 3 – YOUR CHILD'S DETAILS

Child's <b>Legal</b> Surname <sup>4</sup>		Child's Date of Birth	
Child's Legal Forename(s)		Child's Sex	Male/Female
Child's Middle Name(s)		Current Year Group	
Child's Current Address (including Postcode)			
Child's New Address (including Postcode)			
	Expected Date of Move		

Additional Information – which of the following apply to this child?

British or EEA Citizen <sup>5</sup>	Y/N	If no, please enclose a copy of your child's immigration documents		
Statement of SEN <sup>6</sup>	Y/N	If yes, this form is irrelevant. Please contact your SEN Case Officer instead		
Currently Looked After <sup>7</sup>	Y/N	If yes, which Local Authority		
Previously Looked After	Y/N	If yes, then please include a copy of the relevant order		
In receipt of Pupil Premium	Y/N	Do you have a sibling at the school?	Y/N	Name and year group:



Related to a member of Staff in school	Y/N	If so please state whom:	
Attend Acorns Nursery	Y/N	If so please state date started:	

#### SECTION 4 – YOUR CHILD’S CURRENT SCHOOL

Name of Current or Last School Attended			
Date of Last Attendance (if appropriate)			
Is your child attending the relevant age group for his/her age?			Y/N
Reasons for leaving or reasons for request to change school <i>NB if you are requesting a school transfer because your child is experiencing difficulties, your child <b>must</b> continue attending their current school until your application is resolved, as in some cases this can take time.</i>			

#### Behaviour and Attendance

*Trinity Church School adopts the B&NES In Year Fair Access Protocol (IYFA). The information requested in this section will be used solely for the purpose of identifying if your child falls within this protocol. It will not be used to make the decision whether or not to offer your child a school place. Please note that your child’s current/previous school will be asked to verify the answers to these questions.*

Is your child on Stage 2 or above of the School Disciplinary Code?			Y/N
Has your child been permanently excluded from school?	Y/N	If yes, is this their first permanent exclusion?	Y/N
Is your child known to or working with any other external agency (eg Children Missing Education, Behaviour Support, Social Worker)?			Y/N
If yes, please provide details			
Has your child had over 80% attendance during the last 12 month education period? <i>If no, please enclose a registration certificate from their current school</i>			Y/N

#### SECTION 5 – TO BE COMPLETED BY CHILD’S CURRENT/MOST RECENT SCHOOL

This section **MUST** be completed by the current school, not the parent/carer. Please provide evidence through use of school stamp (or equivalent). Failure to complete this section will delay the application.

I confirm that the information provided in Section 4 above relating to the IYFA protocols is correct			Y/N
Attendance % for the last 12 month education period, from date of application <i>Please enclose an attendance certificate if below 80%</i>			%
School Name			
Name of Person Completing This Form			
Position in School			
Signature			
School Stamp:			

**SECTION 6 – APPLICANT’S DETAILS**

Surname		Title	Mr/Mrs/Miss/Ms/Dr/ _____
First Name(s)			
Address (if different to child's) <sup>8</sup>			
If applicable, reason why different to child's:			
Daytime Phone No:		Mobile Phone No:	
Email address			
Relationship to child			
Do you have parental responsibility for this child? <sup>9</sup>			Y/N
Are you a Crown Servant family? <sup>10</sup>			Y/N
<b>Additional Information</b>			
Is there another person who could object to your application on legal grounds? <sup>11</sup>			Y/N
Is there a court order in place which affects your right to apply for a school place?			Y/N
Does this child live with you under a private fostering arrangement? <sup>12</sup>			Y/N
Please give details below if you have answered Yes to any of the above 3 questions:			

**SECTION 7 – DECLARATION**

I understand that:

The offer of a school place can be withdrawn by the Admission Authority even if my child has started school if, at a later date, it is established that the place was offered on a basis of false information. If I knowingly give false information or misleading information in order to obtain a particular school place I could be prosecuted for the offence of fraud by false representation under the Fraud Act 2006 or any other appropriate Act. If I provide false information my application will be void and I will be required to submit a further application. Trinity Church School reserves the right to request documentary evidence of the genuineness of the family address. If this is not produced, Trinity Church School will make its own enquiries with, for example, the Local Authority, Council Tax Offices and other authorities. In the interest of my child's school placement, the information I provide on this form may be shared with the Area Behaviour & Attendance Partnership Panel, the Local Authority, other Local Authorities and Schools in the area.

I have read the explanatory notes which accompany this form and which are featured overleaf. I agree that if my child meets the Fair Access Criteria that the information provided relating to my school application can be shared with the Area Behaviour & Attendance Partnership Panel. I certify that the information I have given on this form is correct to the best of my knowledge and belief.

Signature of Parent/Carer

Date

**Data Protection Act 1998** The information that you give on this form will be used for the purpose of processing your application for a school place for your child. The information may be shared with the Local Authority for the purposes of verifying the accuracy of the application.

## **IMPORTANT**

In many cases, a transfer between local schools can be avoided by speaking with the current school and resolving the problems which have prompted parents to consider a move. We strongly advise parents to seek a resolution to perceived difficulties at the current school.

### **Children will often experience disruption to their education when they move schools and a move will not always resolve issues which led to the application.**

This is vital for children once courses for public examinations have begun because subjects may not be available and coursework may not be accepted under a different examination board.

The questions asked on this form will be used to determine whether your child's application will be considered under the Local Authority's Fair Access Protocol or as a Casual Admission.

<b><u>Fair Access Criteria</u></b> Children who meet the Fair Access criteria but who have a school place will normally be considered under "managed move" arrangements which are a separate part of the protocol. If the Fair Access Protocols do not apply then the application will be considered under the casual admissions process.	<b><u>Casual Admissions</u></b> If you apply for a place in a year group at a school where there are vacancies you will normally be offered a place. If a year group is full/oversubscribed, it may not be possible to offer your child a place if, by doing so, it would compromise the provision of the education of the children already in the year group. If your child is refused a place you will be provided with (a) the reasons for the refusal; (b) details of the appeals process.
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### **Explanatory Notes**

<sup>1</sup> Please note applications can take up to 15 school days to process. Places offered at schools will normally only be held open for 28 school days. Requests for school places are normally only considered approximately 4 weeks prior to a requested start date. For places being sought for a September admission to an existing year group in a school, applications can be made in mid-June.

<sup>2</sup> Evidence of your move should be one of the following but Trinity Church School also reserves the right to request additional information in certain circumstances:

- a) A solicitor's letter confirming that completion has taken place on your sale and purchase of your property.
- b) A copy of a signed tenancy agreement and proof of your sale or Notice to Quit on your current/previous property.
- c) A copy of a Council Tax Bill or a Utility Bill (Gas, Water, Electricity) in your name for your newly owned or rented property can be provided together with proof of your sale or Notice to Quit on your current/previous property.
- d) If you are moving in with a relative a letter from them confirming the date you will be moving in together with a copy utility bill showing their name and address will be required. A solicitor's letter confirming that completion has taken place on your sale or Notice to Quit on your current/previous property will also be required.

<sup>3</sup> Children currently being home educated who are now seeking a school place will normally be referred to the Children Missing Education Service (CMES). The CMES will determine if a referral to the Fair Access Panel is appropriate referring to the last school the pupil attended, especially if it was recent attendance. If CMES conclude a referral to the Fair Access Panel is not appropriate the application will be considered as a casual admission.

<sup>4</sup> This must be the child's legal surname as shown on their birth or adoption certificate unless their name has been legally changed. Evidence may be requested.

<sup>5</sup> Admission Authorities must treat applications for children coming from overseas in accordance with European Union law or Home Office rules for Non EEA Nationals. For this reason Non EEA Nationals should, if possible, provide copies of their child's immigration documents when making their application. Trinity Church School reserves the right to request this information if it is not provided at the time of application.

<sup>6</sup> If your child has a Statement of Special Educational Needs (SEN) the request for a place will be dealt with by the Statutory Special Educational Needs Service who will consult with the preferred school(s) in line with the SEN Code of Practice. Your SEN Case Officer should be contacted direct and it is not appropriate to complete this form.

<sup>7</sup> A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority under Section 22 (1) of the 1989 Childrens Act at the time of making the application. A 'previously looked after child' is a child who was looked after, but ceased to be so because they were adopted under the terms of Section 46 of the 2002 Adoption & Children Act; or became subject to a residence or special guardianship order under the terms of the 1989 Childrens Act (Sections 8 & 14A refer)

<sup>8</sup> If your address is different to that of your child's please provide further explanation regarding the reasons for this and if it is because your child is due to move in with you please provide relevant dates.

<sup>9</sup> In England & Wales, if the parents of a child are married to each other at the time of the birth or if they have jointly adopted a child then they both have parental responsibility. This is not automatically the case for unmarried parents. According to current law a mother always has parental responsibility for her child. A father, however, only has this responsibility if he is married to the mother when the child is born or if the unmarried natural father of a child has subsequently married the child's mother. In addition a father can acquire legal responsibility for his child.

<sup>10</sup> An official letter that declares a relocation date and a Unit postal address or quartering area address will be required. Once received Trinity Church School will accept this as proof of a child living in the area when considering the application even though the child's family may not yet be resident.

<sup>11</sup> You must tell us if there is a court order which would affect your application. Even where there is no legal objection to your application, you are urged to reach agreement with anybody holding parental responsibility who may disagree with your choice. Evidence may be required.

<sup>12</sup> The law requires that the Bath & North East Somerset Council is informed of any private fostering arrangements. If you have answered 'Yes' information will be shared with the appropriate Social Services Private Fostering Team. If you have any queries regarding Private Fostering arrangements you can contact Social Services on 01225 396313. There is a different number to contact if your child is disabled which is 01225 825307.