**Application for Admission to a School other than at the Normal Age of Entry (In Year Admission)**

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| This form should NOT be used to apply for school places for children with an Education, Health and Care Plan (EHCP). |

**SECTION 1 – Reason for your application – please complete one form per child**

1. Moved into Derbyshire 2. Not moving, but wanting a new school

3. Travel reasons (distance) - moved to another area within Derbyshire

**Please ensure that you have read the notes accompanying this application form**

**SECTION 2 – Your child’s details**

Child’s Legal Surname: Male: Female:

Child’s Legal Forename(s):

Date of birth: Current Year Group:

**Child’s Current Home Address**:

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| Postcode: (You must supply so that we can assess your application) |  |

If this application is the result of a house move please provide the new address and expected date of move below.

**Child’s New Address: (Proof of this address must be provided with this form)**

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| Postcode: (You must supply so that we can assess your application) |  |

Expected date of move:

Is this child in the care of a local authority?\* Yes No

Has the child previously been in the care of a local authority but

has since been adopted or become subject to a residence order

or special guardianship order? Yes No

If so please name the Authority

If yes to either of the above questions please provide the name of Social Worker and Contact Details below

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**School name**

**Please mark with a X any of the following reasons for your preferences for this school**

 Normal area school Sibling Feeder school Distance Ease of travel

 Co-educational school Medical reason Social reason Selective school

 Single sex school Religion or faith Staff member Other

**Details of brother/sister who attends/attended the school** (if more than one, give youngest)

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**Sibling legal forename**

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**Sibling legal surname**

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**Date of birth** (dd/mm/yyyy) **Gender** (please mark with a X) **Boy** **Girl**

**Sibling address** (only complete this section if the address is **different** to that of the child you are applying for)

**Details of brother/sister who attends/attended the school** (if more than one, give youngest)

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**Sibling legal forename**

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**Sibling legal surname**

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**Date of birth** (dd/mm/yyyy) **Gender** (please mark with a X) **Boy** **Girl**

**Sibling address** (only complete this section if the address is **different** to that of the child you are applying for)

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**Additional information/**

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**reasons**

Are you a returning Service/Crown Servant family?\* Yes No

\*If an application for an in-year place is accompanied by an official MOD, FCO or GCHQ letter declaring a relocation date we will arrange for confirmation of a school place in advance of the relocation.

**SECTION 3 – Your child’s current school details**

Name and address of current school

or last school attended:

Date last attended if not currently

attending

Reason for leaving, or reasons for

request to change school:

If you are requesting a school

transfer because your child is

experiencing difficulties, your

child **must** continue attending

their current school until your

application is resolved, as in

some cases this can take time.

If a child is unable to attend their

current school, although the parent

may be seeking an alternative school

place for their child, this may not

prevent the current school from

considering legal action in regards to

non school attendance.

**Please refer to accompanying**

**notes to this form and provide**

**information relating to the steps**

**you have taken to resolve these**

**difficulties.**

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Please provide your child’s current school attendance Not in Code

**In Derbyshire we operate a Fair Access sharing protocol. This protocol exists to ensure all schools admit their fair share of children with challenging behaviour or who are vulnerable. In order to assist the Local Authority in determining if your child should be considered for a place using this protocol, please answer the following questions.**

Has your child ever had exclusions, either fixed term or permanent? Yes No

If yes please give dates of fixed term and/or permanent exclusions and/or managed moves

Please include in this box the names and contact details of any outside agencies previously and currently involved with this child, for example Social Worker; CAMHS; Behaviour Support; Local Support Team or similar.

You should note that if you do not disclose relevant information where applicable this **will** delay your application being processed and could lead to your application being invalidated.

**SECTION 6 – Details of Parent/Carer making this application**

Title: Surname: Forename:

**Parent/Carer address**: (including postcode) at time of application:

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Daytime Telephone Number(s):

Email address:

**Declaration**:

The information provided on this application form will be used to ensure that the council’s records are correct. It may also be shared with other agencies and service providers to ensure that your child receives an appropriate service. The full Data Protection statement can be found in the Information for Parents guide.

I certify that the information I have provided is true to the best of my knowledge, and understand that any false or deliberately misleading information provided on this form an/or supporting papers may render this application invalid and could lead to the withdrawal of an offer of a school place for my child. I also give my consent for the relevant admitting authority to contact relevant agencies or my child’s current/previous school in order to validate this application.

Signed: Date:

**What is your relationship to this child?**

Mother: Foster Parent: Other Please state below:

Father: Relative:

Step-Parent Social Worker:

**Do you have parental responsibility for this child**? Yes No

If **No**, what is your responsibility for this child?

Should more than one parent have legal responsibility for this child, you have a duty to consult with that other person regarding this application. We expect parents to agree on school places before an application is made and you should ensure that this is the case. We are not in a position to intervene in parental disputes over school applications.

If you are caring for someone else’s child for more than 28 days and are not an immediate relative, you may be private fostering and it is a legal requirement that you contact **0800 131** **3126** [www.derbyshire.gov.uk/privatefostering](http://www.derbyshire.gov.uk/privatefostering).

**YOUR COMPLETED APPLICATION SHOULD BE SENT TO YOUR PREFERRED SCHOOL IN THE FIRST INSTANCE**

Any parent requiring support with the in-year application process is asked to contact the o the School Admissions and Transport Team email admissons@derbyshire.gov.uk.or telephone 01629 537499.