

APPLICATION FOR AN IN-YEAR SCHOOL PLACE

Please do not use this form to make a school application if your child has an Education, Health and Care Plan. Please contact the Special Educational Needs Team for guidance on the admissions process for your preferred school.

sen@bristol.gov.uk

Date the new school is required:

__/__/----

A Child/Children's Details

	First Name(s)	Surname/Family Name – as on birth certificate	Date of Birth	Gender M/F
1				
2				
3				

Current Address: _____
_____ Post Code: _____

B Parent or Carer Details

Title: _____ First Name: _____

Surname/Family Name: _____

Relationship to the Child: _____

If you **do not** have parental responsibility for the child/children, please tick the box

Current Address (if different from child): _____
_____ Post Code: _____

Home phone: _____ Work phone: _____

Mobile phone: _____ Email: _____

C House Move

If the Child(ren)/Family are moving house, please give address moving to:

----- Post Code: -----

Anticipated date of move: __/__/____

(We may require confirmation of this address at a later date)

D Child/Children’s Further Information

Is this child ‘looked after’* by a Local Authority? Y N

(*This means children who are in public care. The School Admissions Code has now been amended to include previously looked after children. These are defined as children who were previously in care but immediately after being in care became subject to an adoption order or special guardianship order. The School Admissions Code now gives both categories of children the highest priority.)

If yes, which Local Authority: -----

Name of Social Worker: -----

Contact Telephone Number(s): -----

Email Address: -----

Has your child previously been ‘looked after’? Y N

If you tick yes, documentation will be required to support this. Please forward a copy of the Child Arrangements Order, Adoption Order, or Special Guardianship Order; together with a letter from the Local Authority that last ‘looked after’ the child confirming the child was in care of the Local Authority immediately prior to one of the above orders being granted.

E Preferred Schools

A list of Bristol Primary and Secondary schools can be found at www.bristol.gov.uk/schooladmissions

If there is a sibling already attending one of the preferred school(s), please give the name and date of birth of this child:

(Sibling refers to brother or sister, half brother or sister, step brother or sister or the child of the parent/carer’s partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling)

Name: ----- Date of Birth: __/__/____ School: -----

You do not have to express a preference for more than one school, but you may name up to **three** schools if you wish. Please list the preferred school(s) in order of priority.

	PRIMARY, INFANT OR JUNIOR SCHOOLS (AGE 4-11)
Preference 1	
Preference 2	
Preference 3	

	SECONDARY SCHOOLS (AGE 11-16)
Preference 1	
Preference 2	

Preference 3	
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Please indicate if you have appealed for a school place at any of the above-named school previously and if so, when:

E Reasons for Preference (Please note you are not required to give written reasons for your school preference(s))

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THE DATA PROTECTION ACT 2018 Fair Processing Notice (Schedule 1 Section 2 section 1(a) & Section 3)

The Local Authorities hold information on pupils in order to run the education system and in doing so must follow the Data Protection Act 2018. This means, amongst other things that the data held about pupils will only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed.

The Local Authority (LA) uses information collected about pupils to carry out specific functions for which it is legally responsible, such as the assessment of any special educational needs the pupil may have, home to school transport, school admissions, pupil welfare, children looked after, exclusions, early years support, etc. Information collected on pupils may also be exchanged with other departments in the Council, and other public bodies (for example, the Health Authority) where this is required for statutory purposes or is deemed to be of benefit to the pupil. The LA also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

Information on individuals held on computer systems may be kept for up to eight years after they have left school.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please write to Bristol City Council, Data Protection Officer, Room 346, City Hall, College Green, Bristol BS1 5TR. A fee is charged for this service.

F Signature

I certify that the above information is true and accurate -----

Date: __ / __ / ____

NOTE: Please ensure that all above sections of this form are fully completed to enable us to proceed with your school application.

Please return your form to:

School Admissions, Bristol City Council (City Hall), PO Box 3399, Bristol, BS3 9FS

- **If you have any queries you wish to discuss before making an application please ring and ask to speak to school's admissions. e-mail: school.admissions@bristol.gov.uk**