

PRIMARY PHASE ADMISSIONS IN SOMERSET - SEPTEMBER 2018
(applications for Primary, Infant, First, Junior and Middle School places)

All school applications (Community, Voluntary Controlled, Voluntary Aided, Academy, Free Schools and Foundation) must be made on this form. Please ensure that you have read the 'Primary Admissions in September 2018 - A Guide for Parents' before completing this form in BLOCK CAPITALS. *If you have any queries, please call Somerset Direct on 0300 123 2224.*

Please complete and return this form by 31st August 2018. Please refer to the Primary Admissions in September 2018 Guide for further details or visit www.somerset.gov.uk/admissions.

Child's Legal Surname:		Child's Forename(s):	
.....		
Date of Birth:		Male / Female (please circle)	
.....		
<p>This must be the child's permanent home address, where he/she lives with a person of parental responsibility as the main carer (as defined by the Children's Act 1989). Where there are shared care arrangements, Admission Authorities (AAs) will consider the application (with evidence) relating to the address where the child spends the majority of their time. Where the child spends equal time with both parents the AA may ask for additional information including evidence of which parent/carer is in receipt of child benefit.</p>			
Child's Current Address:	(If you have recently moved please provide proof of address)	If Moving, Child's New Address: (You will need to provide proof of this address)	
.....	
.....	
Postcode:	Date since:	Postcode:	Date if moving:
.....
Current/Previous School/ Pre-School:			
Address:			
.....			

Preferred Schools: PLEASE NOTE: by only stating one preference you are not given a higher priority for this school and you are not guaranteed a place at this school. If you wish to be considered for your catchment school you must include it as one of your preferences.

Please enter the names of your preferred schools in **priority** order:

- 1st Preference:
- 2nd Preference:
- 3rd Preference:

If your preference(s) include Voluntary Aided, Academy, Free Schools or Foundation schools, you should read each school's oversubscription criteria in the Primary Admissions Guide. The oversubscription criteria may be different from those used for Community and Voluntary Controlled Schools.

If you were offered a place in the first round of allocations, please state the school name below.

Name of School:

Please note that only one offer of a school place can be made. If you are submitting a "new" preference and are successful in gaining a place, the school place previously offered will be withdrawn.

If you would like to include further information about why you wish you child to attend one or more of your preferences, please include it on a separate sheet and attach to the application form.

Is this application for a child in the care of a Local Authority? YES / NO *(please circle)*

A 'Child In Care' is a child who is in the care of the LA or provided with accommodation by that LA. If you are applying on behalf of a 'Child In Care', please circle 'Yes' and obtain the signature of the Social Worker involved in the child's care.

If Yes, which Local Authority (LA)?:

Name of Social Worker:

Address of Social Worker:

Telephone number of Social Worker:

Signature of Social Worker:

Has your child previously been in care and is now formally adopted, subject to a residence/child arrangement order or a special guardianship order? YES / NO *(please circle)*

If yes, please provide a copy of the adoption order or a letter of confirmation from the relevant Local Authority.

Does your child have a Statement of Special Educational Needs or an Education, Health and Care plan? YES / NO *(please circle)*

Has your child been involved with a multi-agency team who have identified a school as the one your child must attend? Please see criterion 2 on page 21 of the primary admissions booklet. YES / NO *(please circle)*

Is this application for a child of UK Service Personnel or other Crown Servant? YES / NO *(please circle)*

Is your child eligible for pupil premium funding? (entitled to free school meals on low income grounds). YES / NO *(please circle)*

Are either parents/carers members of staff at any of your preferred schools? YES / NO *(please circle)*

If yes, please state which one(s):

Only complete this section if one or more of your preferences are for a school with religion as part of the oversubscription criteria. Additional information may be required and it is your responsibility to check what is needed and send it in with your application form.

Have you selected a school(s) because it is a faith school? YES / NO (please circle)

If yes, which faith do you follow?

Carefully read the oversubscription criteria for that school(s) and fill in a Supplementary Information Form (SIF) signed by the relevant church representative and/or a copy of you or your child's baptism certificate where relevant. If this information is not received by the deadline, your application will not be considered under this criterion.

Siblings:

If your child has any older siblings **who meet the sibling criteria for your preferred school(s)**, please provide details below:

Please note, children living at a different address will not be considered.

Child's Legal Surname:	Child's Forename(s):
.....
Date of Birth:	Male / Female (please circle)
.....	
School child attends/attended:
Date attended since:

Applicant's Details:

This section is mandatory and if not filled out this form will be returned to you.

Title: Mr/Mrs/Miss/Ms/Other (please circle)	Relationship to child:
Parent/Carer's Surname:	Parent/Carer's Forename:
Address (if different from child's):	
Postcode:	
Daytime Tel No:	Mobile Tel No:
E-mail Address:	Do you have legal Parental Responsibility for this child? Yes / No (Please circle) If you have indicated No, please state your reasons for applying on a separate sheet.

Declaration:

I understand that by signing the declaration below I will be confirming that all details given above are, to the best of my knowledge, correct. I accept that the AA reserves the right to withdraw school places, which have been obtained by providing incorrect or misleading information.

I understand that applications must be made by the child's parent/carer.

Signature of Parent/Carer: _____ **Date:** _____

Please submit this completed application form to:

The Admissions and Entitlements Team
PPC402C
Somerset County Council
County Hall
Taunton
Somerset TA1 4DY

PLEASE NOTE: It is the parent's responsibility to ensure that the Local Authority receives your completed application form safely. If you are posting it to the above address it is recommended that the form is sent by Royal Mail Special Delivery. Applications must be received by The Admissions and Entitlements Team at this address only. If they are returned to other County Council Departments and then sent on, they may not be received by the deadline and your application could be disadvantaged. Receipt of your application form will not be acknowledged unless you have enclosed a stamped addressed envelope with this school place application form. You may also like to call Somerset Direct on 0300 123 2224, who will be able to check if your application has been received.

DATA PROTECTION ACT 1998

Your personal data will be held and used by Somerset County Council (SCC), in accordance with the Data Protection Act 1988.

The information that you give on this form will be used by the Council for the purpose of processing your application for a school place for your child. The information will be shared with early years settings, health authorities, schools, academies and free schools and may also be shared with other SCC service providers and School Appeal Panels. If you are also applying for a school outside Somerset it may be shared with other Local Authorities and schools and academies in their area. Data may be shared by schools with a third party. This information may also be shared with EDF Energy in order to secure additional funding for Somerset County Council in relation to education provision for families moving to the area to work at Hinkley.

SCC will not disclose this information to any unauthorised person or body, however, this information may be used by SCC to:

- help improve services
- deal with complaints and comments
- prevent and detect fraud or crime

Members of the public have a legal right to request to see personal data held by SCC. A request for this is called a Data Subject Access Request; please ring Somerset Direct on 0845 345 9166 for more details.