

Admission to a school other than at the normal time of entry (in-year admission)

Please read these notes carefully and retain them for your records. You should also ensure that you have taken any relevant action before completing the form.

Special educational needs

This application form should **not** be used to apply for school places for children with an Education Health and Care Plan or a Statement of Special Education Needs. You should instead contact your child's SEND case worker for further advice.

Types of school

This form can be used to apply for a place at any state school in Wiltshire, including academies. If you are in any doubt about the schools you can apply for, please contact our Customer Services team on 01225 713010. You will be notified of the outcome of your application by letter. There are five different types of school. Admissions (and appeals) for **community** and **voluntary controlled** schools are the responsibility of Wiltshire Council, but admissions and appeals for **academies**, **foundation schools** and **voluntary aided schools** are the responsibility of the governors or managers of those schools. If it is not possible to agree to your request for a school place, you would have the right to appeal to an independent panel. More information about this, if relevant, will be given in the notification letter.

Things you should do before completing this form

Parents are advised either to visit their preferred schools or to have an initial discussion with the headteacher regarding their reasons for choosing the school to ensure that the school can meet their child's needs. Meanwhile you should check whether you need to complete a supplementary application form if applying for a faith school as this type of school may require additional information to assess your application.

Your child's current school (or most recent school)

Please note that there is a section of the application form (section 4) that needs to be filled in, where possible, by your child's current school, or most recent school if no longer attending.

Timeframes for processing and deciding application forms

Please note that if an application is submitted **too early** it may be returned to you. The table below gives the earliest date applications can be sent and when they are considered. Decision letters should be posted within 20 school days of either the date in the last column or, if your application is later than this, our receipt of your form. At busy periods there may be delays.

Date admission being sought	Earliest application should be submitted	Applications will be processed from
January to March	1 September	31 October
April to July	1 January	15 February
September to December	1 April	31 May

Moving into an area during the year

The law enables parents to express a preference. Parents should note that the admissions authorities cannot guarantee a place for any child at their preferred school, even where they move into the school's catchment area. You can check for your catchment area school at www.wiltshire.gov.uk/admissions/choosingaschool.

Reasons for wishing to transfer schools (if not due to moving house)

If you wish to transfer your child to a new school for reasons other than moving house, you should first discuss the transfer with the headteacher of your child's current school. The following issues may be relevant:

- **Dissatisfaction.** Discuss your concerns with the headteacher as it may not be in your child's best interests to change school.
- **Non-school attendance.** Sit down with your child and find out why they are not attending the school. You can also contact the school's Education Welfare Officer for advice.
- **Behaviour Issues.** Some parents or carers want to change schools because they think their child's behaviour will improve with a change of school. It is more important for everybody to work together in trying to address and resolve the difficulties that are causing the poor behaviour. To avoid possible exclusion talk to your child's teacher, head of year or headteacher. You may also wish to check if your child has a *Pastoral Support Plan* or has been identified as having special educational needs.
- **Educational progress.** Talk to the teachers who teach your child to find out whether he or she is worried about certain subjects.
- **Unresolved issues.** Talk to your child's teachers, tutor or head of year to make sure they are aware of the situation.
- **Bullying.** You may feel a change of school is necessary because your child is being bullied. All schools have anti-bullying policies. If you think your child is being bullied, you need to tell the school immediately. Moving school without confronting the problem may help in the short term but in the long run it may not help your child. You should make an appointment to speak to the headteacher to discuss any concerns about bullying.
- **Special Educational Needs (SEN).** Talk to the teacher in charge of special educational needs at the school.

Applications for siblings

Admission to any school, even if it is the catchment area school, does not guarantee admission of any brothers or sisters. Please be aware that if you are applying for more than one child to change school, it may not be possible for your preferred school to admit any or all of the children. In such circumstances any offer of a school place will be for the child named and would not give the other children any priority for admission as a sibling link.

Applications on medical grounds

If you are applying to a particular school on medical grounds, you should ensure that you answer **yes** to the relevant questions under each preference in section 5, but you must also provide evidence, including documentary proof from a specialist, which shows that it would be detrimental to the health of the child, parent or family if they were not admitted to the preferred school. Please refer to our *Finding a School Place* booklets for further information. This can be found at www.wiltshire.gov.uk/admissions/schooladmissionsformsanddocuments

Getting your child to school

When considering changing your child's school, or if moving into the area, you need to consider very carefully how your child will travel to school. Parents have a responsibility for getting their child to school. In order to qualify for transport assistance certain conditions have to be met, for example whether your child will be attending your catchment or nearest school. Further information regarding the entitlement to home to school transport can be found at www.wiltshire.gov.uk/schoolseducationandlearning/schooltransport

Contact details

If you wish to discuss the school admissions procedures, please contact our Customer Services Admissions Team on 01225 713010. Meanwhile useful information is available on our website at www.wiltshire.gov.uk/schools-learning-admissions-online our postal address is the School Admissions Team, Wiltshire Council, County Hall, Trowbridge, Wiltshire, BA14 8JN.

Application to transfer between schools

This application form should only be completed by a person who has **parental responsibility** for the child.

It should be used to transfer a child to a new school at a time other than the time children normally start attending a school. Please complete one form per child.

You should **not** complete this if your child has a Statement of Special Education Needs or an Education, Health and Care Plan. You should instead contact your case worker if you wish your child to transfer schools.

Please read the attached notes before completing this form. When completed please return this form to the School Admissions Team, Wiltshire Council, County Hall, Trowbridge, Wiltshire, BA14 8JN. **Please note that if you can provide an email address in section 6, we will acknowledge receipt of your application.**

Section 1: Circumstances of application

Please enter the date from which admission is required

Reason for your application

Moving into Wiltshire ☐ Moving within Wiltshire ☐ Not moving but wanting new school ☐

Section 2: Details of child

Child's legal surname Forename(s)

Date of birth Male ☐ Female ☐ Current year group

Taught out of year

Child's current home address including postcode

New address, if moving house, including postcode

Expected date of move

Do any of the following apply?

Is the child a Looked After Child (Y or N)? ☐

This means a child in the care of a local authority

If yes, which local authority is the carer?

Is the child a **previously** Looked After Child (Y or N)?

If you have answered **yes** to either of the above questions, please provide a copy of the relevant order.

Is this child a refugee or asylum seeker (Y or N)? ☐

Is this child from a Forces or Crown Servant Family/relocating to Wiltshire (Y or N)? ☐

If you have answered **yes** to this question, and you are moving house due to a forces move, please provide proof of your posting to your new address. This will enable us to use your *new* address as the basis for your child's priority for admission to your preferred schools.

Is this child a Gypsy, Roma, Traveller (Y or N)? ☐ Is this child a carer (Y or N)? ☐

Has this child been out of education for longer than one school term (Y or N)? ☐

Is this child currently being home educated (Y or N)? ☐

Has this child previously been considered by an *In Year Fair Access* panel (Y or N)? ☐

Section 3: Current or previous school

Name of current school or last school attended

Date last attended if not currently attending

Reasons for leaving this school or reasons leading you to request a change of schools. 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 it can take time for a new school to be offered.

Are there, or have there been, any attendance related difficulties at this ☐
school or any other school (Y or N)?

Does this child have any exclusions (fixed or permanent) from this or ☐
any other school?

If you have answered **yes** to either of the above questions, please provide details below. Please also include the names and contact details of any outside agencies currently involved with this child (for example, their Social Worker, CAMHS, Education Welfare Officer) and attach a letter of support if applicable. Please note that if you do not disclose additional information, this **will** delay your application being processed.

Parents or carers should give this to the headteacher of the child's current school (or previous school if no longer attending) for them to complete. Failure to do so may result in the application being delayed.

The information below may be provided by another member of staff on behalf of the headteacher (for example a head of year) but it should *not* be filled in by the parent or carer.

I agree		I disagree		with the parent or carer's comments made in section 3
I agree		I disagree		that a school transfer would be in the best interest of the child for the following reasons:

--

Please tick as appropriate	Yes	No
Is this child subject to a Pastoral Support Programme or Plan?		
Is this child subject to an Individual Support Plan?		
Is this child subject to a Common Assessment Framework?		

If you have answered **yes** to any of the above, please attach a copy of the relevant document(s)

--

--

Section 5: Your preferences

Please enter the name of your preferred school(s) and the reasons for your preferences on the following pages. You can name up to three schools. Information about the admissions criteria for any school in Wiltshire can be viewed at:

www.wiltshire.gov.uk/schoolseducationandlearning/schooladmissions/admissioncriteria

This information will enable you to assess what order of priority will be given to each preference. The admissions criteria will also indicate whether you need to complete a supplementary form or provide additional supporting information for each of your preferences.

Where spaces are available each of your preferences will be assessed against the schools published admission criteria. If a place can be offered at more than one of your preferred schools then you will be offered the school which is ranked highest on your list of preferences. Please note that a place will normally be offered at only one school.

School of first preference

School name					
I have visited the school or contacted the headteacher to discuss my reasons for choosing this school (Y or N) ☐					
If you have any other children currently attending this school, please enter their details here. (You only need to enter the details of the youngest one if there is more than one sibling.)					
Forename		Surname		dob	
Reasons for preference <i>Please note that, whilst you can give any reasons for your preference here, schools can only take into account reasons that match their oversubscription criteria.</i>					

Does the child, parent or family have any special medical needs that mean that the child must attend this particular school (Y or N)? ☐

If you have answered **yes**, you must also provide evidence, including documentary proof from a specialist, which shows that it would be detrimental to the health of the child, parent or family if they were not admitted to the preferred school.

School of second preference

School name					
I have visited the school or contacted the headteacher to discuss my reasons for choosing this school (Y or N) ☐					
If you have any other children currently attending this school, please enter their details here. (You only need to enter the details of the youngest one if there is more than one sibling.)					
Forename		Surname		dob	
Reasons for preference <i>Please note that, whilst you can give any reasons for your preference here, schools can only take into account reasons that match their oversubscription criteria.</i>					

Does the child, parent or family have any special medical needs that mean that the child must attend this particular school (Y or N)? ☐

If you have answered **yes**, you must also provide evidence, including documentary proof from a specialist, which shows that it would be detrimental to the health of the child, parent or family if they were not admitted to the preferred school.

School of third preference

School name					
I have visited the school or contacted the headteacher to discuss my reasons for choosing this school (Y or N) ☐					
If you have any other children currently attending this school, please enter their details here. (You only need to enter the details of the youngest one if there is more than one sibling.)					
Forename		Surname		dob	
Reasons for preference <i>Please note that, whilst you can give any reasons for your preference here, schools can only take into account reasons that match their oversubscription criteria.</i>					

Does the child, parent or family have any special medical needs that mean that the child must attend this particular school (Y or N)? ☐

If you have answered **yes**, you must also provide evidence, including documentary proof from a specialist, which shows that it would be detrimental to the health of the child, parent or family if they were not admitted to the preferred school.

Section 6: Details of person making this application

Title Surname Forename

Address, including postcode, at the time of application (only if different from section 2)

Mobile phone Home phone number

Workplace number E-mail

What is your relationship to the child (please tick)

Mother Father Step parent Foster parent

Relative Social Worker Other – please state

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

Should more than one parent have legal responsibility for this child, both parents must be in agreement regarding the schools requested.

Are you looking after this child on behalf of the parent or guardian?

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 the local authority on 0300 456 0100. Further information is available at www.wiltshire.gov.uk/privatefostering

If you do not have parental responsibility for this child we will not be able to process the application.

Section 7: Declaration

Please confirm the child's eligibility for a place at a state funded school by stating the nationality of the applicant in this box.

If the child is not a resident in the European Economic Area, please provide a copy of the visa or UK residence card.

The data collected on the attached application will only be used for the purpose of admission to a school as explained within these guidance notes. In order to process your application it may be necessary to share the information collected on this application with schools, within the local authority and with other local authorities. Wiltshire Council has a duty to protect personal information belonging to the public. The council is a data controller, registered with the Information Commissioner's Office to process personal data. Wiltshire Council processes all personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

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 in this form 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 School Admissions Team to contact relevant agencies in order to validate this application.

Signed Date

Data subjects' information

This notice is relevant to the School Admission Team.

It explains what happens to your personal data that is gathered.

Wiltshire Council is registered as a data controller with the Information Commissioner's Office. Full details of the registration are available at ICO register of data controllers.

1. Data controller contact details

Queries about data can be sent to Information Governance, Wiltshire Council, Bythesea Road, Trowbridge, Wiltshire BA14 8JN

The council's data protection officer may be contacted through the above address or by email at dataprotection@wiltshire.gov.uk.

2. Purpose of processing

The **School Admissions Team** will process your personal information for the following purposes:

- maintaining our own accounts and records
- provision of education and allocation of school places
- local fraud initiatives
- the provision of social services
- corporate administration and all activities we are required to carry out as a data controller and public authority
- undertaking research
- managing archived records for historical and research reasons
- data matching under local and national fraud initiatives

3. Legal basis for processing data

Our processing is lawful because at least one of the following will apply:

- (a) processing is necessary for compliance with a legal obligation to which the council is subject; School Admissions Code 2014, School Admissions Appeals Code 2012, Education Act 1996, School Standards Framework Act 1998, Infant Class Size Regulations 2012, School Admissions Regulations 2012.
- (b) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the council.

4. Recipients

Where necessary and lawful, or when required by legal obligation, we may share information with relevant professionals in other agencies in pursuance with our legal duties.

- Parents / guardians/ carers or representatives
- Appeal panels
- healthcare, social and welfare organisations
- educators and examining bodies
- service providers and schools
- local and central government
- ombudsman and regulatory authorities
- professional advisers and consultants
- courts and tribunals
- professional bodies
- survey and research organisations
- police forces
- housing associations
- regulatory bodies
- local and central government
- international law enforcement agencies and bodies
- partner agencies, approved organisations and individuals working with the police,

5. Retention period

Wiltshire Council will process your personal data for the above purposes for no longer than necessary. Full details of our retention schedule can be found here.

www.wiltshire.gov.uk/schools-learning-privacy

6. Your rights

Your rights are set out in Articles 13 to 22 of the General Data Protection Regulation 2016 and include:

- The right to access your personal information, to request rectification or erasure of certain personal information and to object to processing in certain circumstances.
- The right to withdraw any consent you may have given to process your personal information.
- The right to complain to the Information Commissioner if you feel we are processing your personal information unlawfully.
- The right to restrict processing activity in certain circumstances.
- The right to object to certain types of processing activity

The information you provide will enable us to carry out our statutory responsible as a local authority.

Failure to provide us with accurate information may result in the offer of a school place being withdrawn.