

## Swindon Borough Council In-year School Admission Form

PLEASE READ THIS INFORMATION REGARDING MAKING AN APPLICATION.

**PLEASE KEEP PAGE 1 & 2 FOR YOUR OWN REFERENCE.**

### THE LAW

All children between 5 & 16 must receive full time education. If your child is registered at a school it is your responsibility as a parent to ensure regular and prompt attendance. This is a legal duty and failure to do so could result in action being taken against you by the Local Authority.

### MY CHILD IS UNHAPPY AT THEIR SCHOOL WHAT SHOULD I DO

Before you make a definite decision to request to move to another school you should think very carefully and talk through any problems you have with your current school with a view to resolving the issues.

***MOVING TO A NEW SCHOOL MAY NOT MEAN THE PROBLEM IS RESOLVED***

**Under no circumstances should you withdraw your child from their current school whilst a transfer request is being considered.**

### TRANSFERRING SCHOOLS

Before submitting your application you should consider the following

- a. Your child will have to make new friends at a new school and may feel isolated or lonely.
- b. Schools may not follow the same curriculum. Your child may be required to follow a different curriculum and/or may miss out or repeat parts of a curriculum.
- c. Are there places available at the school(s) you are applying for? Have you checked this with School Admissions?
- d. How will your child travel to the new school?
- e. Have you considered the costs of buying a new school uniform?
- f. Do you wish for your child to start school at the beginning of a new term? If so you need to send the application to the School Admissions Team in plenty time to be processed. Please be aware the Team receive increased numbers of applications at the beginning and end of terms which may increase the processing time.

### ADMISSIONS PROCEDURE

1. This application form is used to transfer into a school within the **Swindon** area only.
2. If you wish to apply for a school outside Swindon you should contact the relevant local authority.
3. The Local Authority allows **2 school weeks in which to process your application.**
4. In some instances this may be longer, particularly at the beginning and end of school terms and also if your application has to be considered by the Governing Body of a school.
5. You should only make an application if all parties with parental responsibility are in agreement with the application – if it is not the case, the application cannot be processed.
6. Where you are applying for a school or academy, which consider their own applications, your application will be sent to the school for consideration. In this situation, it will be the school which is responsible for communicating the outcome to you.
7. If applying for a community or voluntary controlled school, you will be notified by the local authority in writing of the outcome of your application. Where a place is offered, you should contact the school to agree a suitable start date.
8. Where the school has reached its published admission number (the maximum number of children which can be in each year group), then your preference will be refused. If it is not possible for the School Admissions Team to offer any of your preferences, please contact School Admissions to discuss alternative options. If the child is out of school for two months a referral may be made to the Fair Access Panel to allocate them a school place.
9. If you have moved to the Swindon area and are applying for a place in Year 11, please provide details of the subjects and curriculum you are studying. These applications are subject to the Year 11 protocol and places will be allocated by the Fair Access Panel.
10. Please carefully read the notes within the application form to ensure that it is completed correctly.

<b>IN YEAR TRANSFER APPLICATION CHECKLIST</b>
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**THIS CHECKLIST IS FOR YOUR REFERENCE AND SHOULD BE USED AFTER YOU HAVE COMPLETED THE APPLICATION**

1. I have considered carefully the reasons why I wish my child to move school Yes  No
2. I have made enquiries to determine the possibility of places in my preferred schools Yes  No
3. I have completed the application fully to the best of my ability without providing false information Yes  No
4. I have provided, if necessary a copy of my child's passport and visa Yes  No  N/A
5. I have provided, if necessary proof of address in the required format Yes  No  N/A
6. I am only applying for schools in the Swindon Borough Council area. Yes  No
7. The Head Teacher of my child's current school has signed the application (only required if the child attends a Swindon school) Yes  No  N/A
8. I have sent the supplementary information form to the school for consideration Yes  No  N/A

Record the preferences you have made on your application below

	Preference Made	Outcome received
1.		
2.		
3.		
Date application submitted:		

**PLEASE KEEP PAGE 1 & 2 FOR YOUR OWN REFERENCE.**  
**YOU SHOULD NOT SEND IT WITH YOUR APPLICATION**

School Admissions  
Swindon Borough Council  
Wat Tyler House  
Beckhampton Street  
Swindon  
SN1 2JH  
Tel: (01793) 445500  
Fax: (01793) 465770  
[schooladmissions@swindon.gov.uk](mailto:schooladmissions@swindon.gov.uk)  
[www.swindon.gov.uk/inyearadmissions](http://www.swindon.gov.uk/inyearadmissions)



## Swindon Borough Council In-year School Admission Form

This application form should be used if you wish to apply for a school within Swindon only. If you wish to apply for a school in another Local Authority area you should contact the Local Authority where the school is situated to find out how to apply.

The application should be returned to **School Admissions, Swindon Borough Council, Wat Tyler House, Beckhampton Street, SN1 2JH.**

Please note that the Local Authority allow **2 school weeks in which to process your application**. In some instances this may be longer, particularly at the beginning and end of school terms.

Once offered, you should make contact with the school to agree a start date.

If the school has reached its published admission number (the maximum number of children which can be in each year group) then your preference will be refused. If it is not possible for the School Admissions Team to offer any of your preferences, please contact School Admissions to discuss alternative options. If the child is out of school for two months a referral may be made to the Fair Access Panel to allocate them a school place.

### Section 1: About Your Child

**PLEASE COMPLETE IN BLOCK CAPITALS.** Please enter the child's legal name as it appears on their birth certificate (or adoption certificate) unless their name has been changed legally.

The address at which the child lives must be the address where the child resides for most of the week with his/her parent or carer. Where a child has a joint address, the address where the child benefit and/or child tax credit is paid will be taken as the child's address.

The child must be resident in the UK for an application to be valid. Where the child's most recent school was not in the UK, then the child's passport must be provided at Swindon Direct, One Stop Shop, Beckhampton Street for validation.

<b>Legal Forename(s)</b>	<b>Legal Surname</b>
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<b>Date of Birth</b>	D	D	M	M	Y	Y	<b>Current Year Group</b>	<b>Male / Female</b>
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<b>Current Home Address</b>
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<b>I confirm that the child is resident in the United Kingdom</b>	<b>Yes</b>		<b>No</b>	
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<b>Current school or most recent school attended or other form of education received?</b>  <b>Address:</b>  <b>Telephone Number:</b>  <b>Date left / Intending to leave</b>
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<b>Date received</b>	
<b>Catchment</b>	
<b>Date considered (1<sup>st</sup>)</b>	
<b>Date considered (2<sup>nd</sup>)</b>	
<b>Date considered (3<sup>rd</sup>)</b>	
<b>School Offered</b>	
<b>Date Place accepted</b>	
<b>Date started</b>	

School Admissions  
Swindon Borough Council  
Wat Tyler House  
Beckhampton Street  
Swindon  
SN1 2JH  
Tel: (01793) 445500  
Fax: (01793) 465770  
[schooladmissions@swindon.gov.uk](mailto:schooladmissions@swindon.gov.uk)  
[www.swindon.gov.uk/inyearadmissions](http://www.swindon.gov.uk/inyearadmissions)



<b>Has the child previously been looked after or is currently looked after?</b> (If the child is currently looked after, has previously been looked after or is subject to a residence or special guardianship order, please provide information and a copy of any relevant order.)	<b>Yes</b>		<b>No</b>	

<b>If yes, in which Local Authority?</b>	
<b>Date child became looked after?</b>	

<b>Is the child known to Social Services?</b>	<b>Yes</b>		<b>No</b>	
<b>If yes, name of Social Worker</b>				
<b>Contact number for Social Worker</b>				

<b>Does the child have a Statement of Special Educational Needs or Education Health and Care Plan or is undergoing statutory assessment?</b>	<b>Yes</b>		<b>No</b>	
If yes, please give details on separate sheet				

<b>Does the child have a disability?</b>	<b>Yes</b>		<b>No</b>	
If yes, please give details on separate sheet				

<b>Has the child ever been subject to a temporary or permanent exclusion?</b>	<b>Yes</b>		<b>No</b>	
If yes, please give details on separate sheet				

## Section 2: About You

First Parent or Carer					
<b>Title</b>		<b>Forename</b>		<b>Surname</b>	
<b>Relationship to the child</b>					
<b>Home Address (if different from your child)</b>					
<b>Telephone number (Home)</b>		<b>Telephone (Mobile or Work)</b>			
<b>Email address</b>					
<b>I confirm I have parental responsibility for the child</b> (If you do not have parental responsibility you may not apply for a school place)	<b>Yes</b>		<b>No</b>		

<b>Is there any other person who has parental responsibility who may object to this application?</b>	<b>Yes</b>		<b>No</b>	
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<b>Is there a court order in relation to the parental responsibility of this child?</b> (Please provide details on a separate sheet)	<b>Yes</b>		<b>No</b>	
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<b>Are you a member of the Armed Forces / Returning Crown Servant?</b> (please provide an official letter that declares a relocation date and a Unit postal address or quartering area address )	<b>Yes</b>		<b>No</b>	
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Second Parent or Carer				
Title		Forename		Surname
Relationship to the child				
Home Address (if different from 1 <sup>st</sup> parent/carer)				
Telephone number (Home)		Telephone (Mobile or Work)		
Email address				

### Section 3: About Your Application

<p><b>If you are moving house, please give the new address where the child will be resident.</b></p> <p>In order for any new address to be taken into account when considering your application, <b>you must provide proof of move</b>. If you are not able to provide evidence with your application, this should be forwarded as soon as possible. This may affect your position on a waiting list. If proof is not provided, the address held on file will be used. If we are unable to allocate one of your preferences and your child does not attend a Swindon School we cannot determine an alternative offer without the proof of a new address in one of the forms list below.</p>
<p><b>New address</b></p>

<b>Date of Intended Move</b>									
<b>Are you providing documentary evidence</b>						<b>Yes</b>		<b>No</b>	
Solicitors' letter detailing exchange of contracts		Signed Tenancy agreement		Utility bill (less than 3 months old)		Council Tax Bill (less than 3 months old)			

### Section 4: The schools you are applying to

Please indicate which school(s) you would like your child to attend in order of priority. You should include only schools within **Swindon**; these include Community, Voluntary Controlled, Voluntary Aided or Academies. You can also provide your reasons for applying.

Some VA/Foundation/Academy schools require a supplementary information form (SIF); please contact the school directly to enquire about this.

If the school is responsible for considering their own applications (VA/ Voluntary Aided /Academies) the application will be forwarded to the school for their Governors to consider.

Should you be unsuccessful in gaining your preference for a Swindon Community or VC school you will be placed on the waiting list for the remainder of this academic year. You would need to re-apply to remain on the waiting list for future academic years. Please seek advice from the schools which are their own admitting authority or outside the Swindon area. If you are placed on a waiting list for a Voluntary Aided or Academy school you will need to contact them to discuss waiting list positions.

<b>1<sup>st</sup> Preference School:</b>						
Reasons						
<i>Office use</i>	<b>O/S criteria</b>		<b>Distance</b>		<b>Outcome</b>	
<b>2<sup>nd</sup> Preference School</b>						
Reasons						
<i>Office use</i>	<b>O/S criteria</b>		<b>Distance</b>		<b>Outcome</b>	
<b>3<sup>rd</sup> Preference School:</b>						
Reasons						
<i>Office use</i>	<b>O/S criteria</b>		<b>Distance</b>		<b>Outcome</b>	

<b>Date Place is required from</b>	
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<b>Do you have any siblings (brothers or sisters) living in the same family unit attending the school you are applying for?</b>	
<b>Name</b>	
<b>School</b>	
<b>Date of Birth</b>	

If you are applying for other children to attend the same schools listed above, the situation may arise where it is not possible to offer the same schools to both children.			
If this situation arises do you agree to the child being allocated a lower preference to ensure all children are in the same school	<b>Yes</b>		<b>No</b>

### Section 5: Head Teacher's signature

<b>If your child is currently attending a <u>Swindon School</u>, please take the application form to be signed by the child's current Head Teacher. Your application cannot be processed without this.</b>	
<i>I am aware of the application and it has been discussed with me</i>	
Signed	Date

### Section 6: Declaration

I understand that the School Admission Authorities reserve the right to check the information given on this form. Any offer of a place will be on the basis that the information is accurate. I confirm that the information is correct and that providing false, misleading or fraudulent information may result in a place being withdrawn.	
<b>Data Protection:</b> The information that you have given on this form will be used for the purpose of processing your application for a school place for your child. The Admitting Authority has a duty to share the information given with Swindon Borough Council Children Services.	
<b>Declaration:</b> <i>I confirm that the above information is correct and that all parties with parental responsibility are in agreement with this application.</i>	
Signed	Date