



## Application for 'In-Year' Admission (Other than at the normal point of entry) to an infant, first, primary or junior school

### SECTION 1 – Child's Details

Child's Surname	Child's Forename	Male	Female

Date of birth (dd/mm/yy)	Current school year group	Does your child have a Statement of special need?
		Yes / No <b>(please circle)</b>

Is your child adopted, in the care of a Local Authority, subject to a Special Guardianship Order or subject to a Residence Order?	<b>YES/NO*</b> <i>Please delete</i>	Please Name Responsible Authority
Are you privately fostering* this child?	<b>YES/NO*</b> <i>Please delete</i>	

\* Private fostering is when a child under the age of 16 (or 18 if the child has a disability) lives with someone who is not a close relative (ie **not** their grandparents, aunt, uncle, brother, sister, cousin or step-parents) for 28 days or more unless that person has parental responsibility for them or is a local authority or agency foster carer. A private fostering arrangement, whether it is already in place or will be in the future, must by law be reported to the County Council. To notify the County Council of a private fostering arrangement please call 0344 800 8020.

<b>Child's Home Address</b>	
Address: .....	
.....	
.....	
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Tel	Email

<b>Name and address of current or last school</b>
Tel No:

Is the child still attending?	Yes / No
If not, what was the last date of attendance at school	
Was the child permanently excluded?	Yes / No
Languages spoken at home	

**SECTION 2 – Parent / Carers details**

First name (Mr, Mrs, Miss, Ms)	Surname
What is your relationship to the child?	Do you have Parental Responsibility?
	Yes / No <b>(please circle)</b>

Address if different to the child's address.	
Address .....	
.....	
Postcode	<input type="text"/>
<input type="text"/>	<input type="text"/>

**SECTION 3 – Siblings**

Does the child have a brother or sister attending one of the preferred schools?  
**YES/NO.** If so, please provide details below

Name	Date of birth	Current school

**You will need to complete a separate application for each child you are seeking a school place for.**

**SECTION 4 - Your reasons for requesting admission to/or a transfer of school**

**(A) MOVING: If you have moved or are moving, please complete the following:**

Proposed address	
Address: .....	
.....	
Postcode	<input type="text"/>
<input type="text"/>	<input type="text"/>
Date of Move/ Anticipated Date of move	<input type="text"/>

Where you have moved a distance which makes travel to your child's current school unreasonable your application will be processed within 15 school days.

**Please note: You MUST provide documentary proof of your new address.**

Either a copy of a tenancy agreement signed by all parties and arranged through a letting / estate agency (private / informal letting arrangements are not accepted)

Or correspondence from a solicitor confirming that contracts have been exchanged for the sale and purchase of the property

You will also be required to provide proof of address / or evidence in other circumstances (e.g. when a child changes address)

**(B) IF YOU ARE NOT MOVING TO A NEW ADDRESS**

**(But you have other reasons for requesting admission to / transfer of school)**

If you are not moving to a new address it is important that you give full reasons why you want to change school. The County Council expects transfers to take place at the beginning of each school term (providing a place is available). **It will only consider applications which are received at this office before: -**

- 31 October for a transfer to take place at the beginning of the spring term (after Christmas)
- 28 (29) February for a transfer to take place at the beginning of the summer term (after Easter)
- 31 May for a transfer to take place at the beginning of the autumn term (the beginning of a new school year). Decisions regarding preference(s) will be sent out before the end of the summer term. Applications received after 31 May will be considered after all on time applications. Late applications will be processed until 3 July. After 3 July applications will be processed after 31 October.

**Applications received after the specified date will not be considered until the end of the following term.**

**ONLY ONE APPLICATION** for Admission / Transfer can be made each School year unless there is a material change in circumstances which make another application necessary.

<b>When is the place required for: (Date)</b>	
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**SECTION 5 – School Preferences**

**Please list up to three preferred schools in priority order below:**

**IMPORTANT:** Transport is only provided to your nearest or nearest catchment school subject to distance. You can find details of your catchment school at [www.whereilive.norfolk.gov.uk](http://www.whereilive.norfolk.gov.uk) or by contacting 0344 800 8020.

<b>First Preference</b>	(please write the name of your first preference for school)
	Are you applying on the basis of faith? Yes / No (Please circle)
	If yes please state your faith.....

<b>Second Preference</b>	(please write the name of your second preference for school)
	Are you applying on the basis of faith? Yes / No (Please circle)
	If yes please state your faith.....

<b>Third Preference</b>	(please write the name of your third preference for school)
	Are you applying on the basis of faith? Yes / No (Please circle)
	If yes please state your faith.....

**You are invited to give reasons for your preference for school(s) :**

**Please note that we may contact your child's current school either to share your reasons for applying for a transfer of school or to request further information in connection with your application.**

### **Headteacher's Declaration**

**If your child is attending a school in Norfolk you must obtain a signature from your child's current school before submitting your application. Any form not signed will be sent to the school for signature and this will delay processing your application.**

I am aware of this applicant's request to transfer their child to another school

Signed..... Printed name.....

### **Parent's Declaration**

I certify that, to the best of my knowledge, the information I have given is correct. I have read and understand the timetable for processing in year admission applications. I understand that if false information is provided any offers of school places will be withdrawn.

Parent/Carer signature

Date

The information collected on this form will be held subject to the Data Protection Act 1998 for the purpose of processing your application for a school place. The information will be shared with schools and other authorities and may be shared with the Travel & Transport Services.

**Return this form to:** School Admissions, Room 7 Children's Services **Freepost IH 2076**  
County Hall, Martineau Lane, Norwich NR1 2BR. Telephone Number 0344 800 8020

### **For School Use Only (to be completed by the preferred school before sending to the Admissions Office)**

Name of School	Year group Concerned	Number of places available in year group concerned	Representative of the school Signature & Date