

ONLY COMPLETE THIS FORM IF YOU ARE APPLYING FOR BRACKNELL FOREST SCHOOL(S)

## SECONDARY SCHOOL



### In Year Application Form

Please ensure you have read the Guide to In-Year Applications before completing this form. You must complete all sections and submit all supporting documentation as failure to do this could delay your application being processed.

**APPLICATIONS FOR SEPTEMBER ONLY** If you require your child to start in September please complete the 'Changing schools for the new academic year' form which will be available from 1st July

School Prospectuses should be obtained direct from schools

### SECTION 1

#### PARENT'S DETAILS

First parent/carer's name and title (living at same address as child)		Relationship to child
Home address		
Postcode		
Which Local Authority do you pay your council tax to? .....		
Contact Telephone Numbers:		
Contact Email Address: (All correspondence will be sent to this email address)		
@		
Does this person have parental responsibility for the child?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Second parent/carer's name and title (living at same address as child)		Relationship to child
Does this person have parental responsibility for the child?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Child's surname	Date of Birth	
Child's forename(s)	Male/Female	Current Year Group
Does your child currently live at the above address?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, since when? .....		

## SECTION 3

## FURTHER INFORMATION

**Please indicate below by ticking the relevant boxes if any of the following are relevant to your child and this application and attach any relevant supporting documentation**

☐ Does your child have a Statement of Special Educational Needs / Education, Health and Care Plan?

☐ Is your child undergoing a statutory assessment?

☐ Does your child have other special needs or disability or medical condition (but without a statement)?

☐ Is your child in the care of a Local Authority (Looked After Child)? Or has your child been previously looked after but ceased to be so because they were adopted? If you answer YES to either of these questions, please attach all relevant documentation with this application. Please state the name of the Local Authority

Local Authority: .....

☐ Is your child from a UK Service Personnel family? If you answer YES please attach all relevant documentation

☐ Has your child ever been permanently excluded from a school?

School(s): .....

☐ Has your child ever been given fixed exclusion(s) from a school?

Name of school(s): .....

Number of days: .....

☐ Has your child been absent from school for a total of more than 20 consecutive school days in the last year?

☐ Have you had contact with an Education Welfare Officer?

☐ Have you had contact with Children's Social Care (Social Services)?

Name of Social Worker: .....

Name of Local Authority: .....

☐ Is your child a Gypsy, Roma, Traveller, refugee or asylum seeker?

☐ Has your child come from the criminal justice system?

☐ Is your child homeless?

☐ Is your child a young carer?

☐ Is your child from a family experiencing domestic violence, who may be resident in a refuge?

**If you have ticked any of the above questions you must attach all relevant supporting information. It may be necessary to forward your application to the Fair Access Panel for consideration as this will ensure the appropriate support is provided for your child's education. If this happens you will be contacted. FAILURE TO DECLARE ANY INFORMATION REQUESTED ABOVE COULD LEAD TO A DELAY IN PROCESSING THE APPLICATION OR WITHDRAWAL OF AN OFFER OF A SCHOOL PLACE AND POSSIBLE REFERRAL TO THE FAIR ACCESS PANEL. THIS COULD DELAY YOUR APPLICATION FURTHER. Please ensure you attach any information that is relevant to your application.**

## SECTION 4

### PREFERENCES - LIST SCHOOLS IN PRIORITY ORDER

Please refer to the Guide to In Year Applications in Bracknell Forest for guidance on completing this section. If the schools are Voluntary Aided or Academy schools etc they will have their own admissions criteria and policies. You must contact the relevant admissions authority for detailed admission criteria. Schools may also have additional forms which you may need to complete. It is your responsibility to obtain all the information relating to the schools to which you are applying.

<b>1st Preference School</b>	
Reason:	
<b>It is in your child's best interest for you to visit this school before submitting your application</b>	
Please give details of any other children living at the main address already attending the above school	
Full name	Date of Birth

<b>2nd Preference School</b>	
Reason:	
<b>It is in your child's best interest for you to visit this school before submitting your application</b>	
Please give details of any other children living at the main address already attending the above school	
Full name	Date of Birth

<b>3rd Preference School</b>	
Reason:	
<b>It is in your child's best interest for you to visit this school before submitting your application</b>	
Please give details of any other children living at the main address already attending the above school	
Full name	Date of Birth

**IT IS COMPULSORY TO VISIT THE SCHOOL(S) NAMED IN SECTION 4 BEFORE  
SUBMITTING AN APPLICATION FOR YEAR 10 OR 11**

<b>SECTION 5</b>	<b>APPLICANTS FOR YEAR 10 OR 11 - PLEASE COMPLETE ALL GCSE OPTIONS</b>
Please enter the visit date for each school named in section 4 .....	
.....	

**SECTION 6****SCHOOL HISTORY**

Please list all schools your child has attended

FROM	TO	NAME OF SCHOOL	LOCAL AUTHORITY

**CURRENT OR LAST ATTENDED SCHOOL**

Name of School.....

Address .....

Telephone No..... Date last attended .....

Has this school move been discussed with your current Head Teacher? YES ☐ NO ☐

If Yes, please give date of the meeting .....

Headteacher signature (REQUIRED IF SCHOOL IS WITHIN BRACKNELL FOREST\*).....

Comments: .....

If we are unable to offer your child any of your preferred schools will your child continue to attend this school ? YES ☐ NO ☐

\*If current school is within Bracknell Forest processing will be delayed if this form is not signed.

**SECTION 7****DECLARATIONS**

The personal information you have provided within this form will be used for the admissions process only and dealt with in accordance with the Data Protection Act 1998. It may be shared with relevant departments in Bracknell Forest Council, other Local Authorities and admissions authorities, schools and government agencies where necessary as part of the admissions process.

The authority reserve the right to carry out further investigations and require additional evidence to verify information contained in this form.

I certify that the information I have given on this form is correct and that I have parental responsibility for the child named on this form.

I have read and understood the Guide To In Year Applications, and the admissions arrangements and criteria for all of my preferred schools and have completed and submitted any additional forms which may be required.

I understand that the authority reserves the right to verify any of the information given on this form and that any offer of a place will be on the basis that the information supplied is accurate and current. Any place offered may be withdrawn if I give false or misleading information.

I certify that all relevant sections have been completed fully, and I have attached all relevant documents. I understand that failure to do so could delay my application.

I understand if I am applying for a school place under the designated area criteria I will be required to supply proof of my address.

Signature of Parent/Carer ..... Date .....

**The fully completed form must be returned to the following address:**

**School Admissions Team**

**Bracknell Forest Council**

**Time Square**

**Market Street**

**Bracknell**

**RG12 1JD**

**Tel: 01344 354023 or 354144**

**email: [school.admissions@bracknell-forest.gov.uk](mailto:school.admissions@bracknell-forest.gov.uk)**

**Please ensure you have submitted all supporting documentation as failure to do this could delay your application being processed.**