

**GLOUCESTERSHIRE IN YEAR ADMISSIONS COMMON APPLICATION FORM**  
*Please complete this form and return to your preferred school to request a school place*

|                        |                                     |  |  |
|------------------------|-------------------------------------|--|--|
| <b>SCHOOL USE ONLY</b> | Date received:                      | Has proof of address and D.O.B been provided:                    | If place NOT offered, have parents been advised of appeal process: |
|                        | School place offered: <i>Yes/No</i> |  |  |
|                        | Expected start date:                | Number on Roll in this year group including place being offered: | Date parent referred back to In Year Admissions:                   |

| CHILD'S DETAILS  |               | CURRENT HOME ADDRESS   |               |                                  |  |
|--|---------------|--|---------------|----------------------------------|--|
| SURNAME  |               | Please <b>COMPLETE</b> and supply <b>proof of address</b> – <b>see note 2</b>  |               |                                  |  |
| FIRST NAMES  |               |  |               |                                  |  |
| MALE/FEMALE  |               |  |               |                                  |  |
| DATE OF BIRTH (DD/MM/YY)   |               |  |               |                                  |  |
| Current Year Group   |               |  |               |                                  |  |
| Current or last school name and phone number   |               | If you are <b>moving house</b> , please give your <b>new address</b> and the date of move and provide proof– <b>see note 2</b> |               |                                  |  |
|  | Tel:          |  |               |                                  |  |
| Date school place is required  |               | Is your child currently in school?   | <i>Yes/No</i> | If No, date last attended school |  |
| Do you intend to keep your child at their current school should you be unsuccessful  | <i>Yes/No</i> | Your Child's Nationality   |               |                                  |  |
|  |               | Country of Birth   |               |                                  |  |
| Do you wish to be added to the School's waiting list should this application be unsuccessful – <b>see note 3</b> - <i>Yes/No</i> |               |  |               |                                  |  |

**School place required at:**

The following link will provide detailed information on schools in your area:-

[https://gis.gloucestershire.gov.uk/LocalViewPub/Sites/Find\\_a\\_school/](https://gis.gloucestershire.gov.uk/LocalViewPub/Sites/Find_a_school/)

| Name of Gloucestershire school | Reason for preference |
|--------------------------------|-----------------------|
|                                |                       |

If your child has a **sibling\*** who is **already** attending a school which you are applying for, please give details below in order to clarify family connections.

*\*For definition of 'sibling' please see schools over subscription criteria or admissions policy, available on their website.*

| Name of School | Brother or Sister (full names) | Date of Birth | Year Group | Date started |
|----------------|--------------------------------|---------------|------------|--------------|
|                |                                |               |            |              |





## Notes and Information on the In Year Process

Further information may be found at [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)  
and also

<http://www.gloucestershire.gov.uk/article/111007/Applying-for-a-school-place-during-the-school-year-in-year-applications>

1. Please check that details, such as name, date of birth and address are entered accurately. Any error could lead to a delay in processing the application.
2. Proof of current address is required for every application, should the school receive more applicants than places available. If you are moving house, we will require proof of your new address for distance purposes.
3. Waiting lists will remain active until the end of the current academic year. Should you wish to remain on the waiting list you will need to reapply at the start of the next academic year. Waiting list positions can go up as well as down based on the oversubscription criteria of the school. School vacancies change on a daily basis.
4. If you have not been in the Gloucestershire Education System before you may be asked to supply proof of date of birth to ensure your child is placed in the appropriate year group.
5. If your child has a Statement of Special Educational Needs or has a Educational Health Care Plan please contact the SEN team at Gloucestershire County Council **Tel: 01452 427815**
6. You are advised not to remove your child from their current school until you have a confirmed place at another school.
7. If your preferred school is located in a local authority outside Gloucestershire, you must apply directly to the Admissions Authority of your preferred school/academy.
8. Transport will only be provided to children who are attending their nearest school, in line with Gloucestershire County Council's policy. If your nearest school is full, Gloucestershire County Council will require a copy of their letter to you advising that they are unable to admit your child, and a copy of this letter must be submitted with your transport request. Transport assistance is usually only given to your nearest school. If you move to a school further away from your current address you may lose any entitlement. Please see our website for further information:-

<http://www.gloucestershire.gov.uk/education-and-learning/school-transport-and-free-school-meals/>

9. Both a child's natural parents have parental responsibility if they are, or ever have been, married to each other. If parents have never married, the mother has parental responsibility automatically. Unmarried fathers acquire parental responsibility for their children in different ways, depending on when their children are born. Parental responsibility for children born before 1st December 2003 is obtained by:

- Marriage to the natural mother of their child or by obtaining a parental responsibility order from the court.
- Registering a parental responsibility agreement with the court or by an application to court.

Parental responsibility for children born after 1st December 2003 is obtained by:

- Registering the child's birth jointly with the mother at the time of birth
- Re-registration of the birth by the natural father
- Marriage to the natural mother of their child or by obtaining a parental responsibility order from the court
- Registering with the court for parental responsibility.