



Midsomer Norton
Schools Partnership

In-Year application for the admission of a child to a Midsomer Norton Schools Partnership Trust school during the academic year

Before completing this form, please read the important information set out on page 4. Answer all questions fully and tick 'Yes' or 'No' where provided.

SECTION 1- Preferred School and Reasons for Preference

Which school are you applying to?			
Date the place is required (Day/Month/Year)		In which Year group is the place required?	
Reasons for preference			

SECTION 2 – Child Details: You should enter your child's legal surname and first/middle name(s) as they appear on his/her birth certificate, unless the child's name has been legally changed

First Name						
Middle Name(s)						
Last Name						
Date of Birth	Day		Month		Year	
Gender	Male or Female?					
Home Address						
				Postcode		

Is this child currently on roll at a school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, give name of current school		
If No, give name of previous school and last date on school roll:		
Is this child currently being home educated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please give date home education arrangement started & also, if appropriate, details of any previous school attended:		
Are you a UK service personnel (or crown service) family returning from overseas with a confirmed posting to the area? If Yes, please provide proof of your Posting to the area with the application.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is this child currently living in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have indicated No, is this child a British Citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Or if you have indicated No and they are not a British Citizen, do they have the right to abode in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the child "looked after" by a Local Authority? (Sometimes referred to as "being in care")	Yes <input type="checkbox"/>	No <input type="checkbox"/>
A Looked After Child is a child who is in the care of a local authority or provided with accommodation by that local authority. If you are applying on behalf of such a child, please tick the YES box		
If YES, which Local Authority?		
Name & Contact Number for Social Worker		
Is the child a *Previously looked after child? i.e. immediately after being looked after became subject to an adoption, child arrangement or special guardianship order. Including Internationally Adopted Previously Looked After Children.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, please state under which category they fall within. Adoption <input type="checkbox"/> Care Arrangement order <input type="checkbox"/> Special Guardianship order <input type="checkbox"/> *Documentation will need to be provided as proof of care status. In all cases, it is your responsibility to confirm that the LA has received the documentary evidence.		



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SIBLING Details – Complete if this child has a brother or sister at the school you are applying for.

First Name						
Middle Name(s)						
Last Name						
Date of Birth	Day		Month		Year	
Gender	Male or Female?					
Home Address						
					Postcode	
Current School						

SECTION 3 - To be completed by Applicant

Has this child been permanently excluded from their current or previous school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, is this their first permanent exclusion?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please give all dates of any permanent exclusions		
Is this child attending the relevant age group for his/her age?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If No which year group applies		
Please use the space below to share any other information it would be useful for us to know		

SECTION 4 – To be completed by the Head or another member of staff on their behalf of the current school

I confirm that the information provided by the applicant in Section 3 above is correct.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
School Name		
Name of person completing this declaration		
School Telephone Number & Email		
Position in School		
Signature		
School Stamp:		



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SECTION 5 – APPLICANT DETAILS (details of adult responsible for applying for the school place)

Mr/Mrs/Ms/Miss			
First Name			
Last Name			
Home Address			
	Postcode		
Tel No. (daytime)			
Email address			
Relationship to pupil	Mother <input type="checkbox"/> Father <input type="checkbox"/> Step Parent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Social Worker <input type="checkbox"/> Other Relative <input type="checkbox"/> Other Family Member <input type="checkbox"/> Other <input type="checkbox"/>		
Do you have legal parental responsibility for this child? If you do not have legal parental responsibility for the child, you must provide an accompanying letter from a person with legal parental responsibility granting you the authority to make the application on their behalf.		Yes <input type="checkbox"/>	No <input type="checkbox"/>

SECTION 6 – DECLARATION - PLEASE SIGN AND DATE THIS FORM BELOW

I understand that by signing this declaration I certify that the information I have given on this form is correct to the best of my knowledge and belief. I accept that any place offered may be withdrawn even after my child has started school if it has been established that the place was offered on a basis of false or misleading information.

General Data Protection Regulation 2018

The information that you give on this form will be used for the purpose of processing your application for a school place & school transport where appropriate for your child. The information may be shared with the Local Authority, the Department of Education, and where relevant and pertinent to your application, diocesan bodies, appeal panels and schools outside of this area for the purposes of verifying the accuracy of the application. It will not be used for any other purpose unless required to do so by law.

I have read the explanatory notes which accompany this form, and the admissions arrangements for the school.

I agree that if my child meets the FA Protocol that the information provided relating to my school application can be shared with the Area Behaviour & Attendance Partnership Panel.

If there is joint responsibility, this application must be discussed with everyone who has parental responsibility and agreement reached for this form to be submitted. By submitting this application, you are confirming that you have sole parental responsibility for the child or that there is agreement between all persons who have parental responsibility.

Signature		Date	
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Important information to assist the completion of the In-Year application form

You may hand-deliver your application to the school office, or send it to the school by post or email attachment. Applications should be addressed to Admissions at the relevant school.

Further help with the understanding or completion of this form is available from the school office.

Please read the following information carefully before completing your application:

- Complete this application form only if you are applying for a child to start at the school **during** the academic year.
- A separate application must be submitted for each child that you would like to join the school roll.
- Before submitting, check that you have provided all the required information and **signed and dated** your application.
- Some schools also require a **supplementary information form** to be completed. See the [school website](#) for further information.
- Depending on the information you provide, it may be necessary for the Admissions Committee to discuss your requirements with you in more detail, or to request additional information to support your application. Please ensure that your contact details are entered correctly.
- The Admission Authority's decision will be notified to the applicant within 10 school days and confirmed in writing, within 15 school days of receipt of the application form.
- You are encouraged to refer to the school's Admission Arrangements published on their website before completing your application form.
- If your application is unsuccessful, you have the legal right to appeal against the Admission Authority's decision.