



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 (please circle)

Is your child in Public Care (a looked after child)	Yes / No <i>Please circle appropriate answer</i>	Please Name Responsible Authority Below
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Child's Home Address								
First line of the address:								
District:								
Town / City:								
County:	Postcode <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							
Tel	@							

Name and address of current or last school
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

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.....

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 (please circle)

Address if different to the child's address.								
First line of the address:								
District:								
Town / City:								
Postcode	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> 							

Section 3 – Additional information requested to ensure that your child is offered an appropriate school place. Please provide the following: -

When is the place required for: (Date)	
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Languages spoken at home	
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Does the child have any siblings of school age		Yes / No
If so, please provide details below		
Name	Date of birth	Current school

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

MOVING: If you have moved or are moving, please complete the following: -

Proposed address								
First line of the address:								
District:								
Town / City:								
Postcode	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							
Date of Move/ Anticipated Date of move								

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)

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: -**

- 31st October for a transfer to take place at the beginning of the spring term (after Christmas)
- 28th (29th) February for a transfer to take place at the beginning of the summer term (after Easter)
- 31st May for a transfer to take place at the beginning of the autumn term (the beginning of a new School year)

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.

Section 5 – School Preferences

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

First Preference (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.....
Second Preference (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.....
Third Preference (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) overleaf

Reasons

You are invited to include additional information (or if you prefer attach separate sheets / documents) in support of your application.

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.

Parent's Declaration

I certify that, to the best of my knowledge, the information I have given is correct. 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

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

For Admissions Office Use Only

Local / alternative schools	availability	SWD