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| **Primary School In-Year School Application Form**  **For Infant, Junior & Primary School places in the 2024/25 academic year** |  | Adm_btp |

* Please read the form carefully and complete all sections so that your application can be processed.
* Please read the parent’s guide to in year school applications. Information includes the timescales to receive notification of the outcome of your application.
* Application forms will not be processed more than 6 weeks in advance of your requested start date.
* If your child is offered a school place, they must start within 6 school weeks of the offer or the offer will be withdrawn.
* If a place isn’t offered children are placed on waiting lists for the remainder of the academic year.
* You can apply for any of the 10 Secondary schools within West Berkshire on this application form.
* **On this form you can apply for any infant, junior or primary schools within West Berkshire except for Englefield CE Primary School. Please contact the school for an application.**
* **Please return the application by email:** [admissions@westberks.gov.uk](mailto:admissions@westberks.gov.uk) so that we receive your form without delay. If this isn’t possible send to The School Admissions Team, West Berkshire Council, Market Street, Newbury, RG14 5DL

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| **Does your child have an Education Health & Care Plan (EHCP)?** | If so, please do not complete this application. You need to contact the Special Educational Needs Team to change your child’s school. Telephone: 01635 519713 if you live in West Berkshire. |

**What to think about if you are considering a change of school.**

Moving a child to another school is a very serious step to take. It can affect a child in many ways. It is important to consider whether a transfer is really the best option. If you are requesting a change of school that is not as a result of a house move, before making a definite decision to transfer to another school, you should think very carefully and talk through the issue with your child’s present school. Before deciding to move a child to another school, please consider the following information carefully:

**Pastoral Care**

The extent to which the new school can meet the child/young person’s individual needs.

**Achievement**

On average statistics show that school moves lower examination results.

**Behaviour**

It can be helpful for a child who is presenting challenging behaviour to move to a new school. However, this is normally only where the behaviour is linked to the existing school.

**Peer group / friends**

If there are difficulties consider if these would be resolved by a school move?

**Transport**

Schools set their own start and finish times. You need to consider the implication of these on your child and in relation to your personal day to day schedule.

**Section 1 – Applicant’s details**

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| **Parents Name:** | | **Title: Initial: Last Name:** | | | |
| **Are you the child’s legal guardian?** | | | | **Yes/No** | |
| **Relationship to Child (examples: Mother, Father, Foster Parent, grandparent, Social worker):** | | | |  | |
| If you have a private fostering arrangement please provide the details in the accompanying email/letter. | | | | | |
| **Address:** |  | | | | |
| **Contact telephone numbers:** | | |  | | |
| **Email** (only complete if you are happy to communicate this way): | | | | |  |

**Section 2 – Child’s details**

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| **Child’s First Name:**  (Full Legal Name) |  | | **Child’s Last Name:**  (Full Legal Name) | |  | | |
| **Child’s Gender:** |  | | **Child’s Date of Birth:** | |  | | |
| Office use Only – Year Group: | | | | | | |  |
| **Child’s home address (where the child lives) if different to the applicants:** | |  | | | | | |
| **If the address is different please provide the details of why you are making the application:** | | | | | | | |
| **Is the address the permanent home address where you and the child live?** | | | | Yes or No | | If no please attach details | |
|  | | | | | | | |
| **Important Information relating to what is considered to be a permanent home address:**     * The child’s permanent home address is very significant in the admissions process because the address is used to determine how places will be offered in oversubscribed schools. | | | | | | | |
| * ‘Permanent home address’ is defined in full in the In year admissions guide | | | | | | | |
| * The permanent home address is where you live permanently with your child. | | | | | | | |
| * Temporary addresses for example; staying with friends or family when you retain another address cannot be used. | | | | | | | |
| * Where parental responsibilities are shared please provide the details separately. | | | | | | | |
| * If information provided by applicants is fraudulent or intentionally misleading and a school place is offered, **that place will be withdrawn and can be withdrawn even if a child has started at the school.** | | | | | | | |

**Section 3 – Information relevant to the application**

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| What date would you like your child to start or change schools? | | | |  | |
| What is the name and address of your child’s current school? |  | | | | |
| What is the name, address and last date of attendance of your child’s previous school if your child is not currently registered in a school? |  | | | | |
| If your child is not registered in a school, have you registered as electively home educating (EHE) with your Local Authority? | | | | | (Yes) or (No) |
| Is this child currently in care or accommodated by a local Authority?  If yes, please specify the Local Authority the child is in care of or accommodated by. | | | | | (Yes) or (No) |
| Was this child previously in care or accommodated by a local Authority and immediately after was subject to an adoption, a child arrangements order or special guardianship order?  If yes, please specify the Local Authority the child was is in care of or accommodated by. | | | | | (Yes) or (No) |
| Was this child in state care outside of England, Looked after by a public authority, a religious organization or another provider of care whose sole purpose is to benefit society and has since been adopted.  If yes, please specify the details and you will need to provide some supporting documentation with this application. | | | | | (Yes) or (No) |
| Is your child subject to a child protection plan? | | | | | (Yes) or (No) |
| Does your child receive support from CAMHS or have they been referred? | | | | | (Yes) or (No) |
| Does your child have English as an additional language? | | | | | (Yes) or (No) |
| Are you applying for a year group outside of your child’s normal age range? | | (Yes) or (No) | If yes please provide details of the requested year group and why it is necessary for your child. | | |
| Are you applying from or have you recently moved from overseas? | | (Yes) or (No) | If yes, Parents will need to show their passports and the child’s passport. Contact Admissions. | | |
| Is this child currently undergoing Assessment towards a possible ECHP? | | (Yes) or (No) | You need to be aware that changing schools may disrupt this process. Please contact the Special Educational Needs team to discuss. Telephone: 01635 519713 | | |

**Section 4 – Fair Access**

**West Berkshire Council and schools within West Berkshire are required to create and agree a fair access protocol to ensure that children without a school place are allocated to one as soon as possible. The protocol must also ensure that no school is asked to admit a disproportionate number of children with challenging behaviour.**

In West Berkshire, we are concerned at the number of in year applications that parents make for their children to change schools due to unresolved problems and not because they are moving house. We want to encourage parents to engage with their current school so that perceived problems are not compounded by changing schools.

**Achievement**

RSA Action and Research Centre have carried out a study on in year school admissions and found that:

In-year moves [can] have disruptive impacts on the outcomes of too many pupils. Overall, in-year movers tend to have lower prior attainment, and achieve less well as a result of moving. Moves are clustered in lower attaining schools in more disadvantaged localities, so that pupil mobility has a negative impact on schools already under pressure.

**Behaviour**

It can be helpful for a child who is presenting challenging behaviour to move to a new school. However, this is normally only where the behaviour is linked to the existing school. If strategies to help a child have already been put in place these can be disrupted by a school move. This can lead to further difficulties.

It is usually better for the child if the family work with the existing school to help to address and resolve any difficulties.

If your child does move schools to address challenging behaviour, they may stay on the roll of their old school for an interim period. If the change of schools is not successful they would go back to their old school.

**Peer group / friends**

If there are difficulties consider if these would be resolved by a school move?

There could be similar issues, even in a new school. It is often better to work with the existing school to address matters. Moving a child away from an established peer group may adversely affect achievement.

**Before processing your application, we would like to know:**

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| Have you contacted the school or schools you are applying for? We recommend that you do. | | (Yes) or (No) |
| Have you contacted your child’s current school to discuss how changing school might impact your child’s education? We recommend that you do. | | (Yes) or (No) |
| **Your child’s current school (if within West Berkshire) will be notified when the application is received.** | | |
| Has this child been permanently excluded from a school in the last 2 years? | | (Yes) or (No) |
| Was your child permanently excluded from the last school attended? | | (Yes) or (No) |
| Has your child received any fixed term exclusions in the last year? | | (Yes) or (No) |
| If you answered yes to the above question, please indicate how many and what types of reasons were provided for the exclusion/s. |  | |
| Has your child’s current school or an Education Welfare Officer contacted you with concerns over your child’s attendance in the last 2 years? | | (Yes) or (No) |
| Has your child changed school in the last 2 years by way of the managed move of Fresh Start process? | | (Yes) or (No) |
| Are there child protection issues the admissions team and school need to be aware of? | | (Yes) or (No) |
| Does your child receive additional support in their current school? | | (Yes) or (No) |
| Has your child been placed on a part time program within the current school? | | (Yes) or (No) |

**Section 5 – Your reasons for making an in year application**

**Please select as appropriate:**

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| Moving House (Into West Berkshire) | (Yes) or (No) |
| Moving House (Within West Berkshire) | (Yes) or (No) |
| Moving House (Into an address, close to West Berkshire) | (Yes) or (No) |
| Moving House (from overseas) | (Yes) or (No) |
| Change of care placement | (Yes) or (No) |
| Unhappy with current school | (Yes) or (No) |
| Please explain why you are unhappy with your child’s school: | |
| Bullying | (Yes) or (No) |
| Please tell us about the bullying: | |
| Behavioral difficulties | (Yes) or (No) |
| Please tell us about the behavioral difficulties: | |
| Has your child’s current school advised you that changing school would be in your child’s best interests? | (Yes) or (No) |
| Returning from elective home education | (Yes) or (No) |
| Now ready for mainstream education having been placed in a pupil referral unit or I-College. | (Yes) or (No) |
| If you answered yes to the above question, has the head of the current establishment agreed that the child is ready for mainstream education? | (Yes) or (No) |
| Child is currently missing education | (Yes) or (No) |

**Section 6 – Information for making your preference**

* All schools have a limit to how many children can be taught within each year, known as the admission number.
* Admission Authorities publish over-subscription rules to determine which children will be offered school places.
* It is important to read the oversubscription rules for the schools you are applying for so that you provide all relevant information.
* You only need to apply for 1 school if that is your choice, particularly if you know there are spaces available. We have made room for you to apply for up to 4 schools in case you need to.

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| **1st preference school:**  Reasons for applying: |  |  |  |
|  | FOR OFFICE USE |  |
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| **2nd preference school:**  Reasons for applying: |  |  |  |
|  | FOR OFFICE USE |  |
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| **3rd preference school:**  Reasons for applying: |  |  |  |
|  | FOR OFFICE USE |  |
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| **4th preference school:**  Reasons for applying: |  |  |
|  | FOR OFFICE USE |
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| Have you supplied evidence to support an application based on medical or social grounds? | | | (Yes) or (No) |
| Is one of the parents a member of staff at a preferred school? | (Yes) or (No) | School: | |
| Does your child have a brother or sister attending any preferred school and who will continue to attend in the next academic year? | | | (Yes) or (No) |
| **If yes please provide sibling details below.** Having a sibling in a preferred school is part of the over-subscription rules for most schools. Brother or sister may also mean step/foster sibling and children of the parent or carer’s partner living in the same family unit. | | | |

**Sibling Details**

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| --- | --- | --- |
| Sibling’s name | Sibling’s date of birth | Does the sibling live at the same address as the child? |
|  |  | (Yes) or (No) |
|  |  | (Yes) or (No) |
|  |  | (Yes) or (No) |

**Section 7 – Declaration**

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| I understand that school admission authorities reserve the right to verify the information given on this form. Any offer of a place will be on the basis that the information is accurate and up to date. If a school place is offered and the supplied information is fraudulent or deliberately confusing the offer will be withdrawn even if the child has started at the school. **I confirm that the information I have provided on this form is correct.**  **I also understand that my child’s current school may be contacted.**  **Name of applicant: Date:** |

**Privacy Notice:** Our Privacy Notice explains more about how we use the data you give us in this form.  You can read it online at [www.westberks.gov.uk/pnadmissions](http://www.westberks.gov.uk/pnadmissions)