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| **Infant / Primary School Application Form** **for West Berkshire residents applying for a school place in the Reception Year****starting in the 2024/25 Academic Year****Closing date: 15 January 2024** |  |  |

**Please return the application form by email:** admissions@westberks.gov.uk

For further information visit: [**www.westberks.gov.uk/primaryadmissions**](http://www.westberks.gov.uk/primaryadmissions)

or contact the admissions team**:** admissions@westberks.gov.uk

**Please read the form carefully and complete all sections\* so that your application can be processed correctly**

**Section 1 – Details of the applicant, the person making the application**

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|  **Parents Name: \*** | **Title: Initial: Last Name:** |
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| **Relationship to Child (example: Mother/Father/Foster Carer/social worker): \*** |  |
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| We will normally only accept applications from the child’s parent or legal guardian.If you have a private fostering arrangement please provide the details in an accompanying letter.  |
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| **Address: \*** |  |
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| **Contact telephone numbers: \*** |  |
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| **Email** (only complete if you are happy to communicate this way): **\*** |  |
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**Section 2 – Child’s details**

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| **Child’s First Name: \***(Full Legal Name) |  | **Child’s Last Name: \***(Full Legal Name) |  |
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| **Child’s Gender: \*** | (Male) or (Female) | **Childs Date of Birth: \*** |  |
| Date of birth range for children starting the reception year in the 2024/25 academic year: | 01/09/2019 – 31/08/2020 |
| **Child’s home address (where the child lives) if different to the applicants: \*** |  |
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| **If the address is different please provide the details of why you are making the application in an attached letter\*.** |
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| **Is the address the permanent home address? Refer to below\*** | (Yes) or (No) | If no please attach details |

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| **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.
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| * ‘Permanent home address’ is defined in full in the Admissions Guide for Parents, but common questions are answered below.
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| * A rented property will not be considered as the permanent home address if a previous property is still owned.
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| * If moving, the permanent home address is the address you live in at the closing date for applications.
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| * 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.**
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| * Please contact the School Admissions Team to clarify if you are unsure.
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**Section 3 – Details relevant to the application**

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| **Are you applying for the reception year group even though it is outside of your child’s normal age range? \*** | (Yes) (No) | If yes please provide details with supporting evidence of why it is necessary for your child to be taught outside the normal age group. |
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| **Have you recently moved from overseas? \*** | Yes) (No) | If yes, Parents will need to show their passports and the child’s passport. Contact Admissions. |
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| **Does your child have an Education Health Care Plan (EHCP)? \*** | Yes) (No) | Your child’s school will be named on the EHCP, so there is no requirement to complete this form. |
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**Section 4 – Information for making your school preferences**

* You can choose any state funded school - Academy, Community, Free, Foundation, Voluntary Controlled and Voluntary Aided within and outside of West Berkshire.
* All schools have an admission number, a limit to how many children can be offered places within each year.
* Many schools receive more applications than their admission number, so Admission Authorities must publish oversubscription criteria in order to determine which children will be offered places.
* The oversubscription criteria for schools within West Berkshire are provided in the Admissions Guide, which is available on the website,[**www.westberks.gov.uk/primaryadmissions**](http://www.westberks.gov.uk/primaryadmissions)
* Information providing the number of applications made for schools in previous years is available on the website.
* The School Admissions Team check the catchment area school of your child’s permanent home address. To check your catchment school/s: [**www.westberks.gov.uk/catchment**](http://www.westberks.gov.uk/catchment)

**Section 5 – Your preferences**

* There is space below to give your reasons for applying for up to 4 schools and additional questions that relate to over-subscription criteria.
* It is important to read the oversubscription criteria for the schools you are applying for to understand which rule you will meet. You may need to provide supplementary evidence to meet particular criteria. Supplementary forms are available from the website or by contacting the school admissions team.
* Admission Authorities cannot take any reasons into consideration other than the oversubscription criteria.

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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)** |
| Have you supplied evidence or completed a supplementary form to support an application based on religious grounds? **\*** | **(Yes) or (No)** |
| Is one of the parents a member of staff at a preferred school? **\*** | **(Yes) or (No)** | School: |
| Does your child receive the early year’s pupil premium? **\*** | **(Yes) or (No)** |
| Does your child have sibling who will continue to attend the current or a preferred school next? **\*** | **(Yes) or (No)** |
| **If yes please provide sibling details below.** Having a sibling in a preferred school is part of the over-subscription criteria for most schools. Brother or sister may also mean step/foster sibling and children of the parent/carer’s partner living in the same family unit. Please list all siblings on another sheet if necessary. |

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| **Sibling’s First Name: \*** | **Last Name: \*** | **Date of Birth:\*** |
| **Current School: \*** |  | **Do they live at the same address? \*** | **(Yes) or (No)** |

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| Is the child in the care of a local Authority (A Looked After Child)? **\*** | (Yes) or (No) | If yes, please provide the Local Authority name: |
| Was your child previously in the care of a local Authority? **\*** | (Yes) or (No) | If yes, please provide the Local Authority name: |
| Was your child previously in state care outside of England and has now ceased to be in state care as a result of being adopted? **\*** (Yes) or (No) If yes please include copies of relevant documents to support your application. |

**Section 6 – Declaration**

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| I understand that the admission authority can only consider my school preferences in line with their published policy and over-subscription criteria. I understand that I must provide evidence to meet certain admission criteria. 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.****Signature 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)