

SECONDARY SCHOOL IN YEAR FORM

In Year application form 2018-2019

APPLICATIONS FOR BRACKNELL FOREST SCHOOLS

Please ensure you have read the Guide to In-Year Applications available on the Bracknell Forest Council Website before completing this form. You must complete all sections and submit all supporting documentation as failure to do this could delay your application being processed.

School Prospectuses should be obtained direct from schools/their website

SECTION 1 PARENT'S DETAILS

First parent/carer's name and title (living at same address as child)	Relationship to child
Does this person have parental responsibility for the child?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Home address	
Postcode:	
Which Local Authority do you pay your Council Tax to?	

Contact telephone numbers (This number will be used if School Admissions need to contact you)
Contact Email Address: (All correspondence will be sent to this email address)
@

Second parent/carer's name and title (living at same address as child)	Relationship to child
Does this person have parental responsibility for the child?	YES <input type="checkbox"/> NO <input type="checkbox"/>

SECTION 2 CHILD'S DETAILS

Child's surname	Date of birth	
Child's forename(s)	Gender (Please circle)	Current Year Group
	MALE / FEMALE	

Does your child currently live at the above address?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, since when?		
Are you moving?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, when and where to? (You will be required to provide proof of your address)		

SECTION 3 FURTHER INFORMATION

Please indicate below by ticking the relevant boxes if any of the following are relevant to your child and this application and attach any relevant supporting documentation	
<input type="checkbox"/>	Does your child have an Education, Health and Care Plan?
<input type="checkbox"/>	Is your child in the care of a Local Authority (Looked After Child)? Or has your child been previously looked after but ceased to be so because they were adopted? (Or became subject to a child arrangements order or special guardianship order) immediately following having been looked after. If you answer YES to either of these questions, you must attach all relevant documentation with this application. Please state the name of the Local Authority
<input type="checkbox"/>	Is your child from a UK Service Personnel family? If you answer YES please attach all relevant
<input type="checkbox"/>	Has your child ever been permanently excluded from a school? School(s)
<input type="checkbox"/>	Have you had contact with an Education Welfare Officer?
<input type="checkbox"/>	Have you had contact with Children's Social Care (Social Services)? Name of Social Worker: Name of Local Authority:
<input type="checkbox"/>	Has your child ever been given fixed exclusion(s) from a school?

	Name of school(s): Number of days:
Additionally, does your child fulfil any of the following?	
<input type="checkbox"/>	Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education
<input type="checkbox"/>	Children who have been out of education for two months or more
<input type="checkbox"/>	Gypsy, Roma or Traveller children
<input type="checkbox"/>	Refugee and asylum seeker children
<input type="checkbox"/>	Homeless children
<input type="checkbox"/>	Children with unsupportive family backgrounds where a place has not been sought
<input type="checkbox"/>	Young carers
<input type="checkbox"/>	Children with special educational needs, disabilities or medical conditions (but without an Health and Care Plan)
If you have ticked any of the above questions you must attach all relevant supporting information. It may be necessary to forward your application to the Fair Access Panel for consideration as this will ensure the appropriate support is provided for your child's education. If this happens you will be contacted. FAILURE TO DECLARE ANY INFORMATION REQUESTED ABOVE COULD LEAD TO A DELAY IN PROCESSING THE APPLICATION OR WITHDRAWAL OF AN OFFER OF A SCHOOL PLACE AND POSSIBLE REFERRAL TO THE FAIR ACCESS PANEL. THIS COULD FURTHER DELAY YOUR APPLICATION. You must attach all relevant information with this application.	



SECTION 4 Preferences

1st Preference School	
Reason:	
It is in your child's best interest for you to visit this school before submitting your application	
Please give details of any other children living at the main address already attending the above school	
Full name	Date of Birth

2nd Preference School	
Reason:	
It is in your child's best interest for you to visit this school before submitting your application	
Please give details of any other children living at the main address already attending the above school	
Full name	Date of Birth

3rd Preference School	
Reason:	
It is in your child's best interest for you to visit this school before submitting your application	
Please give details of any other children living at the main address already attending the above school	
Full name	Date of Birth

SECTION 5 IT IS COMPULSORY TO VISIT THE SCHOOL(S) NAMED IN SECTION 4 BEFORE SUBMITTING AN APPLICATION FOR YEAR 10 OR 11 to ensure GCSE options can be met

APPLICANTS FOR YEAR 10 OR 11 - PLEASE COMPLETE ALL GCSE OPTIONS
Please enter the visit date for each school named in section 4:



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SECTION 6 SCHOOL HISTORY

Please list all schools your child has attended			
FROM	TO	NAME OF SCHOOL	LOCAL AUTHORITY

CURRENT OR LAST ATTENDED SCHOOL	
Name of School	
Address	
Telephone number	
Date last attended	
Has this school move been discussed with your HeadTeacher YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes, please give date of meeting:	
According to our school records the information on this form is correct YES <input type="checkbox"/> NO <input type="checkbox"/>	
Do you support this school move? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Headteacher signature (REQUIRED IF SCHOOL IS WITHIN BRACKNELL FOREST*)	
Comments:	

If we are unable to offer your child any of your preferred schools will your child continue to attend this school?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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***If current school is within Bracknell Forest processing will be delayed if this form is not signed.**

SECTION 7 **DECLARATIONS**

I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and my personal data may be exchanged with other departments within Bracknell Forest Council, as well as other Local Authorities, Admissions Authorities, Schools and Government Agencies where necessary.
I understand that the Local Authority reserve the right to collect this information as part of their statutory duties and that the Local Authority may carry out further investigation and require additional evidence to verify information contained in this form.
I understand that any offer of a school place will be basis on the information I provide being accurate and correct and that the Local Authority reserve the right to withdraw any school place offered if I give false or misleading information.
I certify that I have parental responsibility for the child named on this form and that the information I have given is correct.

I have read and understood The Guide to In-Year Applications, the admissions arrangements for my preferred schools and have completed and

I certify that all relevant sections have been completed fully, and I have attached all relevant documents. I understand that failure to do so could delay my application.

I understand if I am applying for a school place under the designated area criteria I will be required to supply proof of my address.

Signature of Parent/ Carer

Date

The fully completed form must be returned to the following address:

Scan and email it to: School.Admissions@Bracknell-Forest.gov.uk

Post it to: School Admissions Team, Bracknell Forest Council, Time Square, Market Street, Bracknell, RG12 1JD

Telephone: 01344 354023

Please ensure you have submitted all supporting documentation as failure to do this could delay