

In-Year Admission to Primary School

PART ONE – To be completed by parent/carer

Section 1 – Pupil details					
Surname		Forename(s)			
Date of birth		Male/female	Year Group		
Address					
How long has your child lived at this address					
Is your child new to the UK?			Yes	No	
Does your child speak English?			Yes	No	Some
If you intend to move house in the new future, please provide details:					
New address					
Anticipated moving date					

Section 2 – Parent/carer details			
Surname		Forename(s)	
Title	Mr / Mrs / Miss / Ms / Other _____		
Relationship to child			
Home telephone number			
Mobile telephone number			
Email address			
Home Language		Do you speak English?	Yes / No / Some

Section 3 – Your school preferences

Where parents or carers have shared responsibility for the child, they must discuss and agree on the preferred school. Please state the name of the schools at which you would like your child to attend below. Remember to check the Admission Policy of the school and whether or not a supplementary form is required or a baptism certificate is needed.

Supplementary Forms are available from the preferred school directly and must only request additional information that has a direct bearing on decisions made about oversubscription criteria. They must not request information prohibited in Section 1.9 and 2.4 of the School Admissions Code 2012.

Preferred schools names	1
	2
	3

Are you applying for this school for religious reasons?

Please state religion	
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You may need to complete an additional form or provide evidence of baptism or church affiliation as required by the school.

You can find a list of all the schools in the Bolton Borough on the Bolton Council website www.bolton.gov.uk or at the Department for Education website www.education.gov.uk

Section 4 – Your child’s school history

Current/most recent school name	
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Local Authority		Telephone Number	
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Date last attended	
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Please note, your child should continue to attend at their present school until the transfer request has been completed.

Previous schools -

Previous school 1		Local Authority	
Date last attended		Reason for leaving	
Previous school 2		Local Authority	
Date last attended		Reason for leaving	

Previous school 3	Local Authority	
Date last attended	Reason for leaving	

Section 5 - Reason for transfer request

Please provide your reasons for requesting a transfer of schools. Continue on a separate sheet if required.

If your child currently attends a school in Bolton then Part 2 of the form must be completed and signed by your child's current school.

Have you met with your child's current school to discuss the reason you wish to transfer

Yes

No

With whom did you discuss the transfer?

Head Teacher

Deputy Head

Class Teacher

other

Date of meeting

Outcome of meetings (continue on a separate sheet if required)

Section 6 - Siblings

Please provide details of any older siblings who are currently attending your preferred school. A sibling should be a brother or sister, half-brother or half-sister, step-brother or step-sister living at the same address as the child for whom the application is being made. No priority is given to cousins or other relative regardless of the address.

Name of sibling

Date of birth

School attended

Section 7 – Additional information

This information is required to help the Local Authority decided whether or not the Fair Access Protocol will apply to your application.

	Yes		NO
Does your child have a Statement of Special Educational Needs?			
Is your child Looked After by a Local Authority? (often know at 'In Care')			
If yes, please state which Local Authority			
Are there any specific medical or psychological reasons for your preferred school? Yes			

If yes, please attach details and any supporting evidence from a hospital consultant, social worker or other relevant professional to this application.

	Yes		No
Does your child have a CAF (Common Assessment Framework)?			

Please tick any of the following that apply to your application:

Parents who are UK Service Personnel/Crown Servants		Not currently on a school roll	
Asylum Seeker or Refugee		Subject to a Child Protection Plan	
Been out of education for more than one term		Permanently Excluded	
Disability of Medical Condition		History of behavioural issues	
Living in a hostel/safe house of homeless		Returning from a Pupil Referral Unit	
Previously electively home educated		None of the above	
Child is a young carer			

Section 8 – Other agency involvement

Are there any other Agencies or Services (e.g. Early Intervention Service, Social Services, CAMHS, Education Psychology) involved with the child? If so, please provide contact details below:

Agency	Contact name	Contact telephone number
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Section 9 – Parent’s or carer’s declaration

If your child has been attending a Bolton Council school you must ask your child’s previous or current school to complete Part Two of this application and return it to you for submission with this application. Failure to do so will delay the process.

I have attached a completed Part Two to this application	Yes	No	
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I declare that all the information which I have provided on this application is true. I understand that any school place offered on the basis of intentionally misleading or fraudulent information may be withdrawn.

Signed	Date	
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If you have provided any additional information with this application, please state the number of additional sheets submitted:

Section 10 – Data Protection Act

The Council maintains a Register Entry in respect of Education which includes the administration relating to pupils. Personal information provided on this form is treated in confidence and complies with the requirements of the Act. This information may be shared with schools and other Local Authorities.

Verification of Information – the Council may verify the information you have provided on this form which could involve contacting other departments of the Council who maintain appropriate records. In instances where the information provided is different from that held by them, they may use the information on this form.

Please Note

If you are not offered a place at your preferred school, you will be informed of the decision and the reasons why a place has not been offered in writing.

You will also be informed of your right to appeal the decision and how an appeal can be submitted.

Submitting your application

Your application should be submitted to the Schools Admission Team by post to:

Pupil and Student Services

Town Hall

Bolton

BL1 1RU

Telephone: 01204 332143 /2144 /2137

Or by hand at

The One Stop Shop, Town Hall, Bolton BL1 1RU

What happens next?

The Local Authority will aim to process your application within 10 school days of receipt however in cases, this may take longer.

For Voluntary Aided and Free Schools or Academies where the Governing Body is the Admission Authority, your application must be considered by the Admission Committee of the Governing Body and a decision to offer or not cannot be made by an individual person (such as the Head Teacher or Head of Year). For this reason, your transfer request may take longer than 10 school days.

If you are not offered a place at your preferred school, you will be informed of the decision and the reason why a place has not been offered in writing.

You will also be informed of your right of appeal the decision and how an appeal against the decision can be submitted.