

Changing school in-year application form

If your child already attends a school, but you would like them to move to a different one, you can apply to change schools.

There are no closing dates for submitting an in-year transfer application, however there are restrictions of how far in advance a place can be applied for.

In year transfer applications will not normally be considered until **21 days in advance of the date the place is required**, excluding families of UK service personnel with a confirmed posting, or crown servants returning from overseas. In year transfer applications for admission in September will be considered from 1 June.

We aim to process completed applications within **ten school days**. School days do not include school holidays, bank holidays or weekends. You will be emailed (if one is provided) with the outcome of your application once it has been processed.

It is the responsibility of the parents of foreign national children to check that their children have a right under their [UK entry conditions](#) to study at a school before applying for a place. More information is available at [School applications for foreign national children and children resident outside England](#).

Some schools may require additional information to support your application, for example, a Supplementary Information Form and/or a Baptism Certificate. This will be indicated in the school's Admissions Policy which is available on the schools' website.

Child's details

First name*

Last name*

Date of birth

Gender

Current year group

Current school

Current home address**

Postcode

Council tax reference

***This must be the child's full legal name, such as the name on a passport, child benefits, or other official/legal documentation. This must not be a name the child is known as, such as a shortened or preferred name.**

****If you are moving home, please put the child's current home address and complete the Moving Address section on the next page.**

If your preferred school(s) are oversubscribed, the distance between your child's home address and the school will be used when processing your application. Places gained at a school from a fraudulent application will be withdrawn.



	Yes	No
Has this child has been permanently excluded from a school on two or more occasions and the last exclusion was within the previous two years.		
Does this child have an Education Health Care Plan (EHCP)? <i>If yes, you do not need to apply for a school place. Your child's EHCP names the school they must attend. Please contact your SEND Case Officer to change the named school.</i>		
Is the child currently in the care of a local authority (looked after child)? <i>If yes, then this application MUST be completed and submitted by the child's social worker.</i>		
Was this child previously in Care, but then immediately either adopted (including being adopted from abroad), became subject to a Child Arrangements Order, Residence Order, or a Special Guardianship Order? <i>If yes, please provide full details on a separate sheet and include any relevant court orders.</i>		
Is this child a twin or triplet, etc. (one of a multiple birth)?		
Is this a child of service personnel with a confirmed posting, or crown servants returning from overseas? <i>If yes, you must provide proof of Posting, the intended address (e.g. unit or quartering address) and the relocation date.</i>		
Is this child is currently living in the United Kingdom		

Moving address

If you are moving and want to be considered from your proposed new address, you **must** provide independent confirmation of it.

Examples of independent confirmation of a change of address are:

- a solicitor's letter confirming the exchange of contracts with a completion date.
- a tenancy agreement signed by both parties.
- a utility bill dated within three months prior to submission.

If this is a child of service personnel with a confirmed posting, or crown servants returning from overseas, we will accept a letter from the MOD, FCO or GCHQ declaring a return date and intended address.

Proposed home address

Postcode

Anticipated move date

Applicant details

Details of the person with **legal parental responsibility** applying for the school place for the child. You will be emailed (if one is provided) with the outcome of your application once it is processed.

Title

First name*

Last name*

Home phone

Mobile phone

Email address

Home address

Postcode

This **must be your full legal name, such as the name on a passport, or other official/legal documentation. This **must not** be a name you are known as, such as a shortened or preferred name.*

What is your relationship to the child?

Mother ☐ Father ☐ Other ☐

If other, please give details:

Do you have legal parental responsibility for the child? Yes ☐ No ☐

If you do not have legal parental responsibility for the child (please refer to the relevant [Parents' Guide](#)) you must provide an accompanying letter from a person with parental responsibility granting you the authority to make the application on their behalf.

Preference(s)

Please enter the names, **in order of priority**, of the school(s) you would like to apply for. You can also tick any of the reasons (*sibling, feeder, religion, staff*) if they are relevant. **Not all schools have these as part of their over subscription criteria.**

	School	Sibling link	Feeder link	Religion	Staff
1	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please check if any of your preference schools require a certificate, a letter from a Church/religious leader, or a Supplementary Information Form. See the relevant [Parents' Guide](#) for more information.

What date is the school place required?

Sibling details

If you have ticked the sibling link above, please give the details of the sibling here.

First name	<input type="text"/>
Last name	<input type="text"/>
Date of birth	<input type="text"/>
Current school	<input type="text"/>
Home address	<input type="text"/>
Postcode	<input type="text"/>

Additional reasons

Whilst you may give reasons for your preference(s), **school places will be offered using only the published oversubscription criteria**, which is available in the Admissions Policy on the school's website. See the relevant [Parents' Guide](#) for a **summary** of the oversubscription criteria.

If the school you are applying for has an admissions criterion not already listed that you would like to be considered for, please also include this here.

(Continue on separate sheet if necessary)

Declaration

North Somerset Council is registered with the Information Commissioner's Office for the purposes of processing personal data.

The information you provide will be held and used in accordance with the requirements of UK and European data protection law. The information will form part of your School Admissions account, which will be held until the child leaves that educational stage (e.g., until they leave primary school, until they leave secondary etc).

Unless otherwise agreed with you, we will only collect the minimum personal data required to deliver the service, which includes child's name, date of birth, home address, applicant name, address and contact information. It does not include any special category personal information, or information relating to criminal convictions or offences.

The information will be used for the administration of School Admissions; our statutory duty under the School Admissions Code September 2021 (GDPR Article 6(1)(c)).

We will not use your personal information in a way that may cause you unwarranted nuisance. Failure to provide the information could result in the school application not being processed.

The information provided may be shared with schools, other council departments, other councils, North Somerset Community Partnership and Early Years setting (e.g., pre-schools), who have demonstrated that they have a lawful and legitimate interest in the information. The information will be used for the purposes of processing applications to schools, determining home to school transport entitlements throughout the time the pupil is at the registered setting, verifying the accuracy of the application, processing applications to schools in other councils, delivering School Nursing services, to confirm if an application has been submitted and so that the setting and school can communicate to ensure a smooth transition for your child and to fulfil our statutory duties under the School Admissions Code September 2021. At no point is your data shared or processed outside of the UK.

We may lawfully disclose information to public sector agencies to prevent or detect fraud or other crime, or to support the national fraud initiatives and protect public funds under the Local Audit and Accountability Act 2014. Under the conditions of the Digital Economy Act 2017, we may also share personal data provided to us with other public authorities as defined in the Act, for the purposes of fraud or crime detection or prevention, to recover monies owed to us, to improve public service delivery, or for statistical research. We do not share the information with other organisations for commercial purposes.

You have the right to see the personal data we process about you, as well as the right of objection, rectification, restriction, and erasure in some circumstances. For details of how to make such a request, please click [here](#).

If you have any questions or concerns about the way we process your personal data, our Data Protection Officer can be contacted at DPO@n-somerset.gov.uk.

I understand that by signing this declaration I will be confirming that all the details given are to the best of my knowledge correct. I accept that any place offered may be withdrawn if it has been obtained by providing fraudulent or intentionally misleading information.

I confirm that I have read the school's Admissions Policy for any preference(s) expressed. I have checked to see if a certificate, a letter from a Church/ religious leader and/ or supplementary form is required to support my application and have checked the address where it should be received.

Signature

Date

Please submit this form to:

Email: admissions@n-somerset.gov.uk

or

Post: School Admissions Team, North Somerset Council, Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ