

**IN-YEAR APPLICATION FOR A SECONDARY SCHOOL PLACE  
ACADEMIC YEAR 2023/2024**

**USE THIS FORM IF YOU ARE REQUESTING A SECONDARY SCHOOL  
PLACE IN A SOUTH GLOUCESTERSHIRE SCHOOL**

**One form to be completed for each child requesting a place  
(only the parent/carer with legal responsibility for the child may complete and return this form)**

**Return the form to your first preference Secondary School**

Please note that some voluntary aided schools, academies and foundation schools may require completion of a supplementary information form.

**PLEASE COMPLETE THE FORM IN BLOCK CAPITAL LETTERS AND USE BLACK INK**

**1. Child's Details:**

Surname of Child.....(also known as).....

First Name(s).....

Date of Birth..... Gender: Male / Female (Delete as appropriate)

**Does your child hold EEA (European Economic Area) Citizenship? Y / N**

If you have indicated 'No', please attach a copy of the date stamped UK entry page in your child's passport.

Please tick  if the child has an Education, Health and Care Plan or a Statutory Assessment is in progress

**Child's Current Home Address:**

.....  
.....Postcode.....

**2. Date place required from..... (see NOTES)**

**3. Preferred Schools**

You do not have to express a preference for more than one school, but you may name up to three schools, if you wish. Please list the preferred school(s) in order of priority: if it is not possible to offer your child a place at your first preference school, a copy of the form will be passed to the school named as a second preference.

Secondary Schools (age 11-16)

1) .....

2) .....

3) .....

Please indicate if you have applied to South Gloucestershire Local Authority for any of the above-named school(s) previously, and if so, when:

.....

Please give details of any half, full or adoptive brother or sister, or child of the same household already in attendance at any of the preferred schools:

- 1) Name..... Date of Birth.....  
School.....
- 2) Name..... Date of Birth.....  
School.....

**4. Name of Present/Previous School (in the UK or other country):**

- 1) .....  *Please tick box on left if child has been permanently excluded from any of the schools listed.*
- 2) .....
- 3) .....

Please tick  if child has two or more permanent exclusions in total

**5. Applicant's Details**

Name of Person Making Application..... Title.....  
Relationship of Applicant to Child.....

**Please tick box as relevant** (See NOTES) (\* documentation should be provided with the form)

- The child lives with me  I have parental responsibility for the child   
\*The child is in public care  \*The child was previously looked after

Applicant's Address (if different from the child's current address).....  
.....Postcode.....

Telephone Number (Home): ..... Work: .....

Mobile: ..... E-mail: (please print).....

**Other Parent(s)/Carer(s)**

If any other person has parental responsibility (see NOTES) and requires a separate copy of future correspondence, please give their name and address:

.....  
.....

**6. Moving House (if appropriate)**

If the child/family is moving house, please give address moving to:.....  
.....Postcode.....

Anticipated date of house move .....

If the applicant is moving house please provide –

- o Documented proof of your new address
  - If renting – a copy of your tenancy agreement
  - If buying a property – (for example) a copy of your solicitor's letter showing completion
- o **If employed by the Armed Forces**, a letter from the service person's Commanding Officer, confirming the posting is requested; wherever possible, a letter from the Housing Authority confirming a new address should be enclosed with this application. Where this is relevant to the application for a place, parents / carers are advised to contact the Admissions and Transport Team for advice on providing sufficient confirmation of a move.

**7. Reasons for Preference for each school named in 3.** Please note that some voluntary aided schools, academies and foundation schools may require completion of a supplementary form to enable the governors of the school to consider the application against their oversubscription criteria.

Please continue on a separate sheet, if necessary and attach:

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**Please note that if a place is offered as a result of false information given in support of the application, the place may be withdrawn.**

**8.** I certify that the above information is true and accurate

Signature.....Date.....

**Please make sure you have completed Sections 1 – 8 before you submit it to the appropriate school.**

***Data Protection: This application will be held securely by the individual school.***

## NOTES:

### ***Parent/Parental Responsibility***

Both a child's parents will have parental responsibility for the child if they are married and are the child's natural parents. If the parents of a child are not married to each other, the mother automatically has parental responsibility. The father will have parental responsibility, if he has been named on the birth certificate. This applies to all fathers named on the birth certificate after 1<sup>st</sup> December 2003. If the father does not have automatic parental responsibility he can subsequently acquire it by the following means:

- a parental responsibility agreement;
- an order of the court granting him parental responsibility or a residence order.

Other persons can acquire parental responsibility for a child in the following ways:

- being granted a residence order or Special Guardian Order;
- being appointed a guardian;
- adopting a child.

A local authority can acquire parental responsibility for a child under a care order or an emergency protection order.

### ***Children in Public Care / Previously Looked After Children***

A 'looked after child' is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority under Section 22(1) of the Children Act 1989 at the time of making the application.

A 'previously looked after child' is a child who was looked after, but ceased to be so because they were adopted; or became subject to a residence order under the terms of the Children Act 1989 (Section 8); or special guardianship order (Section 14A) of the Children Act 1989. This applies where the child was adopted (or became subject to residence or special guardianship order) immediately following having been looked after.

Children in public care (subject to care orders or accommodated by a local authority) and previously looked after will be given priority for any places available at a school.

### ***Offers of School Places***

If you apply for a place in a year group at a school where there are vacancies, you will normally be offered a place.

### ***Schools that are Full/Over-Subscribed***

It may not be possible to offer your child a place if there are more applications than available places. Any decision on which child should be offered a place will be based on the relevant over-subscription criteria.

### ***Waiting Lists***

Contact the individual school(s) for information about their policy regarding waiting lists.

For advice relating to individual school(s) please contact the relevant school direct. School contact details are available at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions).

If you wish to discuss the admission process before submitting this form please telephone the Contact Centre on 01454 868008 or e-mail [AdmissionsAndTransport@southglos.gov.uk](mailto:AdmissionsAndTransport@southglos.gov.uk).