



In-year application form for admission to school

SECTION A – YOUR CHILD'S DETAILS

Full legal name:

Current school

Address: (this must be the address at which your child is permanently living)

Date of birth

Please tick

If your child is known by another name please give details:

Girl

☐

Boy

☐

Looked after children* and previously looked after children*

All schools must give highest priority within the admission oversubscription criteria to these children. If your child is looked after or previously looked after, please detail the local authority below, for example Nottinghamshire.

A social worker must also countersign the declaration overleaf.

For previously looked after children additional information must be included with your application.

Local Authority/organisation:

Education, health and care plan (EHCP)

If your child has an EHCP please detail the local authority below, for example Nottinghamshire. **The Integrated Children's Disability Service is responsible for placing children with an EHCP and you should contact them for further advice (0115 804 1275).**

Local Authority:

SECTION B – YOUR PREFERRED SCHOOLS IN PRIORITY ORDER

Date place required

Applications can be made up to 6 weeks or during the preceding school half term, before the date you would like your child to start at the school before the place is required.

Reasons for preference

Children benefit from continuity of teaching and learning. If you have not moved house, please ensure that you have discussed this request with your child's current headteacher before submitting your application. If you still wish to transfer your child from one school to another, please indicate your reasons below. Any additional supporting written evidence stating why this transfer is in the best interests of your child should be attached to your application.

SECTION B - CONTINUED

List your 4 preferred schools in priority order

Reasons for preference.

1

2

3

4

SECTION C – APPLICANT DETAILS & DECLARATION

Please note: this information is only used for the purposes of contacting you and does not form part of the admission process

Title: Please tick

Mr	Mrs	Ms	Miss	Other – Please state (i.e. Dr/Rev)
----	-----	----	------	---------------------------------------

Applicant's full name

Relationship to child: Please tick

☐

Mother

☐

Father

☐

Other

☐

Step
parent

☐

Relative

☐

Social
Worker

☐

Other family
member

Do you have parental
responsibility for this child?
Please tick

Yes

☐

No

☐

If this child is looked after by a local authority, you will also need
your social worker to countersign the declaration below.

If your address is different from the child's
address listed on the front of this application or
you are moving house, please give details here.
You will also need to include with your application
evidence to verify your child's permanent
address.

Date of house move:

Telephone
numbers:

Home

Work

Mobile

E-mail address:

Nottinghamshire County Council undertake random checks to verify that information provided by parents is genuine. If we receive an application where the address is proven to be fraudulent, any offer based on that address may be withdrawn.

1. I certify that the information given on this form is correct. I understand that a fraudulent or intentionally misleading application could result in any offer of a place being withdrawn.
2. I can confirm that I have parental responsibility and understand that my application can only be discussed with the applicant or agreed contact.
3. I understand that any place allocated must be taken up by the start of the next half term. For places allocated in the summer term, the place must be taken up before the end of the academic year.

Your signature:

Date:

Social worker's
signature:

Date:

Return to: School admissions team, Meadow House, Littleworth, Mansfield, Nottinghamshire, NG18 2TA

Nottinghamshire County Council is registered as a data controller with the Information Commissioner's Office. The information you have provided about yourself and your child/children will be stored on our database so that we can process your application and manage school admissions. Information will only be shared with other admission authorities where it is necessary to do so to process your application. You can view Nottinghamshire County Council's privacy statement online at www.nottinghamshire.gov.uk

Nottinghamshire County Council is committed to protecting your privacy and ensuring all personal information is kept confidential and safe. For more details see our general and service specific privacy notices at: <https://www.nottinghamshire.gov.uk/global-content/privacy>