

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 near 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

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

Local Authority

Telephone number

Date last attended

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	

Please detail any other previous schools on a separate sheet and attach to this application.

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 have you discussed 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 relatives 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.

Does your child have a Statement of Special Educational Needs?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is your child Looked After by a Local Authority? (often known as 'In Care')	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If yes, please state which Local Authority

Are there any specific medical or psychological reasons for your preferred school?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please attach details and any supporting evidence from a hospital consultant, social worker or other relevant professional to this application.

Does your child have a CAF (Common Assessment Framework)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Please tick any of the following that apply to your application:

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

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

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

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

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 School Admission Team by post to:

Pupil and Student Services

2nd Floor
Paderborn House
Bolton
BL1 1UA

Tel: 01204 332143 / 2144 / 2137

email: admissions@bolton.gov.uk

or it can be handed in at the One Stop Shop in Bolton Town Hall or the relevant school.

What happens next?

The Local Authority will aim to process your application within 10 school days of receipt however in some 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 Admissions Committee of the Governing Body and a decision to offer or not cannot be made by an individual person (such as a Headteacher 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 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 against the decision can be submitted.