



HuishEpiscopi

APPLICATION FOR A SCHOOL PLACE DURING THE ACADEMIC YEAR

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

This form should be used by parents/carers requesting transfers between schools during the school year. You must complete a separate application for each child.

You must include proof of address such as a utility bill, bank statement, driving licence, exchange of contract letter from a solicitor or a six-month tenancy agreement signed by yourself and landlord. Photocopies will be accepted. Your application will not be processed without this.

If you are not moving house but wanting to change schools within Somerset, you will need to complete the Somerset secondary schools transfer request form. Your application will not be processed without the transfer request form being submitted alongside the application form.

The governors will, in extreme circumstances, consider applications for retained or accelerated entry. In cases where parents would like their child to be admitted to a year group either side of the child's chronological age year group the request must be fully explained in a supplementary information form. The form must be submitted at the same time as the application form with all supporting information.

All relevant sections of the form must be completed as fully as possible or the form will be returned to you. Applications will be processed in strict date order and you will be notified of the decision in writing within ten school days.

This form can be made available in large type upon request.

Part 1 – Reason for your application

Please tick the relevant box

- 1. Moving into Somerset
- 2. Moving house within Somerset
- 3. Not moving house but wanting to change school (not from Private Schools) (please complete the Somerset secondary schools transfer request form)

What is your preferred start date? _____ Year Group _____

Part 2 - Pupil Details

Child's Legal Surname:	Child's Forename(s):
Date of Birth:	Male / Female (please circle)
Current Address:	(If applicable)Address moving to:
Postcode:	Postcode:
Date if moving:	

Current/Previous School:	
Address:	If Previous School, last date on roll:

Part 3 - Applicant's Details

Title: Mr/Ms/Mrs/Miss/Other (please state)	
Parent/Carer's Surname:	Parent/Carer's Forename:
Relationship to child:	
Address (If different from child's) _____ _____	
Daytime Tel No:	Mobile Tel No:
E-mail Address:	Do you have legal Parental Responsibility for this child? YES / NO

Part 4 – Supporting Information

Your answers to the following questions are very important and the governing body will use this information in conjunction with the appropriate published over-subscription criteria to help determine whether your child has a priority for a place at Huish Episcopi Academy.

1.

Has your child previously been in care and is now formally adopted? YES / NO
Is this application for a child currently in the care of a Local Authority? YES / NO
If Yes, which Local Authority? : _____
Name of Social Worker: _____
Contact Number: _____
If you have answered Yes to either of the questions above, has the Virtual School been consulted about a change of school? YES / NO
If not, please ensure you send a copy of this application form to thevirtualschool@somerset.gov.uk before submitting this form to the preferred school.

2.

Does your child have an Education Health and Care Plan or a Statement of Special Educational Needs (SEN)? YES / NO
If YES please speak to the SEN Casework Team by contacting 0300 123 2224. <u>If your child does have an Education Health and Care Plan or a Statement of Special Educational Needs you do not need to complete this form.</u>
Does your child have any specific disability of which we should be aware? YES / NO
If Yes, please supply any relevant information.

3.

Does your child hold EEA (European Economic Area) citizenship? YES / NO
If you have indicated 'No', please attach a copy of your child's immigration documents.

4.

Will there be any siblings on roll at the time the school place is required? YES / NO If Yes please give details below.	
Childs Legal Surname:	Childs Forename(s):
Date of Birth:	Male / Female (please circle)
Childs Legal Surname:	Childs Forename(s):
Date of Birth:	Male / Female (please circle)
Childs Legal Surname:	Childs Forename(s):
Date of Birth:	Male / Female (please circle)

For the purposes of Admissions, a sibling is defined as a child living at the same address and is a half or full brother/sister or an adoptive brother/sister. A sibling is also a full brother/sister living at a separate address.

5. Fair Access Criteria – please tick if any of the following applies to your child. (Please note that ticking one of the boxes below does not guarantee a place at Huish Episcopi Academy. It will enable the Fair Access Protocol to be invoked should you be unable to secure a school place under the normal in year admission process)

A	Children from the criminal justice system or Pupil Referral Units or alternative provision who need to be reintegrated into mainstream education	<input type="checkbox"/>
B	Children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within the relevant statutory walking distances. (Does not include children registered as Elective home educated)	<input type="checkbox"/>
C	Children of Gypsies, Roma, Travellers, refugees and asylum seekers	<input type="checkbox"/>
D	Children who are homeless	<input type="checkbox"/>
E	Children for whom a place has not been sought due to exceptional circumstances	<input type="checkbox"/>
F	Children who are carers	<input type="checkbox"/>
G	Children with special educational needs, disabilities, or medical conditions but who do not have an Education Health and Care Plan	<input type="checkbox"/>
H	Children living in a refuge or in safe accommodation at the point of being referred to the Protocol	<input type="checkbox"/>
I	Children with a Child in Need Plan or a Child Protection Plan at the point of being referred to the Protocol	<input type="checkbox"/>
J	Children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol	<input type="checkbox"/>
K	Children known to the police and a number of other agencies, e.g. county lines involvement	<input type="checkbox"/>
L	Year 6 or Year 10 pupils admitted from the summer term (after Easter holidays)	<input type="checkbox"/>
M	Year 11 pupils	<input type="checkbox"/>
N	Children moving between Somerset schools who are at risk of permanent exclusion	<input type="checkbox"/>
O	Children with poor attendance of 85% or less in the current or previous academic year	<input type="checkbox"/>
P	Children who have been permanently excluded from school but are deemed suitable for mainstream education	<input type="checkbox"/>

Part 5 – Declaration

I understand that applications must be made by the child's **legal parent/carer** and that by signing the declaration below I will be confirming my understanding of the information provided on this application form and that the information I have provided is correct. **I accept that the Admission**

Authority reserves the right to withdraw school places which have been obtained by providing incorrect or misleading information.

I understand that it is the parent's responsibility to ensure that the Admission Authority receives the completed application form safely. I note that if posting my application it is recommended to send this by Special Delivery post, or obtain a proof of posting certificate, or a receipt from a County Hall Reception desk if my application is hand delivered.

I accept that where parents equally share parental responsibility and two applications are submitted for the same child, the Admission Authority will require the parents to agree which application is to be considered and which should be withdrawn. If parents cannot agree and there is no court order to determine majority responsibility, the preferences indicated by the parent who receives child benefit for the child concerned will be awarded a higher priority than those from the other parent.

I accept that the child's home address must be the place where the child permanently resides for the majority of the time. This would normally be at the same address as the person who has Parental Responsibility for the child and is their main carer. Where the child spends equal amounts of time with both carers, the Admissions Authority will consider the place of residence of the parent/carers who receives Child Benefit to be the child's home. Evidence of parental responsibility will be required should there be any doubt and the Admissions Authority may undertake thorough residency checks and reserves the right to request independent confirmation of the child's address.

Signature of Parent/Carer/Guardian: _____ Date: _____

DATA PROTECTION ACT 1998

Your personal data will be held and used by Huish Episcopi Academy, in accordance with the Data Protection Act 1988. By signing this form you are giving your consent for this information to be shared.

The information that you give on this form and any supplementary information you submit will be used by Huish Episcopi Academy for the purpose of processing your application for a school place for your child. Some of the Information may be shared with other schools and academies. Information will also be disclosed to Somerset County Council.

Huish Episcopi Academy will not disclose this information to any unauthorised person or body.

Part 6 – Submitting your application form

When you are satisfied that you have provided all the relevant information on your application form and any necessary Supplementary Information Form(s) including proof of address, please ensure that you have signed the declaration in Part 5 and then submit your completed application to;

Admissions
Huish Episcopi Academy
Wincanton Road
Langport
Somerset
TA10 9SS

Email: 535Admissions@hea.ac.uk

For further information please contact Natalie Houlding in the Academy's main office on 01458 250501 or visit our website www.huishepiscopi.net