



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 | <input type="checkbox"/> |
| 2. Moving house within Somerset | <input type="checkbox"/> |
| 3. Not moving house but wanting to change school | <input type="checkbox"/> (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):	
Postcode:	
Daytime Tel No:	Mobile Tel No:
E-mail Address:	Do you have legal Parental Responsibility for this child? YES / NO (please circle)

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 (please circle)
Is this application for a child currently in the care of a Local Authority?	YES / NO (please circle)
If Yes, which Local Authority? :	
Name of Social Worker:	_____
Contact Number:	_____

2.

Does your child have a Statement of Special Educational Needs naming Huish Episcopi Academy (SEN)?	YES / NO (please circle)
If YES please speak to the SEN Casework Team by contacting 0845 4564038. If your child does have a Statement of Special Educational Needs you do not need to complete this form.	
Does your child have any specific disability of which we should be aware? If Yes, please supply any relevant information.	YES / NO (please circle)

3.

Does your child hold EEA (European Economic Area) citizenship? YES / NO (please circle)
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. (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)
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 your preferred school. 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 Unit or alternative provision who need to be reintegrated into mainstream education	
b) Children who have been out of education for two months or more	
c) Children of Gypsies, Roma, Travellers, refugees and asylum seekers	
d) Children who are homeless	
e) Children / family working with Children's Social Care or Health professional	
f) Children who are carers	
g) Children with special educational need, disabilities or medical conditions (but without statement)	
h) Children known to the police or a number of other agencies	
i) Children who have to move school because of domestic violence (whether staying in a refuge or with friends/other relatives)	
j) Children in Year 10 (from summer term)	
k) Children in Year 11	
l) Children at risk of permanent exclusion from school	
m) Children whose behaviour is a cause for concern	
n) Children with poor attendance of 85% or less in the current or previous academic year	

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 Huish Episcopi Academy reserves the right to withdraw school places which have been obtained by providing incorrect or misleading information. I understand that Huish Episcopi Academy will contact my child's previous school.

I understand that it is the parent's responsibility to ensure that the academy receives the completed application form safely. I note that it is recommended to hand deliver my application or send my application form by recorded delivery to the address given below.

I accept that where parents equally share parental responsibility and two applications are submitted for the same child, the academy will require the parents to agree which application is to be considered and which should be withdrawn.

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: admissions535@educ.somerset.gov.uk

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