



# Huish Episcopi Academy

The best in everyone™

Part of United Learning

## 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.***

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 fifteen school days.

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

### **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 completing and 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.



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## Part 1 - Pupil's Details

|                                     |   |
|-------------------------------------|---|
| <b>Child's Legal Forename:</b>      | <b>Child's Legal Surname:</b>             |
| <b>Date of Birth:</b>               | <b>Male/Female (Please circle)</b>        |
| <b>Current address:</b>             | <b>(If applicable) Address moving to:</b> |
| <b>Postcode:</b>                    | <b>Postcode:</b>                          |
| <b>Date moving:</b>                 |   |
| <b>Reason for your application:</b> |   |
| <b>Preferred Start Date:</b>        | <b>Year Group:</b>                        |

## Part 2 – Current/Previous School Details

|                                 |   |
|---------------------------------|---|
| <b>Current/Previous school:</b> |   |
| <b>Address:</b>                 | <b>If previous school, last date on roll:</b> |

## Part 3 – Applicant's Details

|   |   |
|---|---|
| <b>Title: Mr/Mrs/Miss/Ms/Other (please state)</b>                     |   |
| <b>Parent/Carer's Forename:</b>                                       | <b>Parent/Carer's Surname:</b>  |
| <b>Relationship to child:</b>   |   |
| <b>Address (if difference to child's):</b>                            |   |
| <b>Daytime Tel No:</b>  | <b>Mobile Tel No:</b>   |
| <b>Email Address:</b>   |   |
| <b>Do you have Parent Legal Responsibility for this child? YES/NO</b> | <b>(If applicable) Are both parents informed of this application and in agreement? YES/NO</b> |



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## 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.

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](mailto:thevirtualschool@somerset.gov.uk) before submitting this form to the preferred school.

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. **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.**

Does your child have any specific disability of which we should be aware? YES / NO If Yes, please supply any relevant information.

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.

Will there be any siblings on roll at the time the school place is required? YES/NO

If yes, please provide details below.

Child's Legal Forename:

Child's Legal Surname:

Date of birth:

Male/Female (Please circle)

Child's Legal Forename:

Child's Legal Surname:

Date of birth:

Male/Female (Please circle)



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## **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 reception 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/carer 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.

Print Name of Parent/Carer: \_\_\_\_\_

Signature of Parent/Carer: \_\_\_\_\_

Date: \_\_\_\_\_

## **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: [HuishAdmissions@hea.ac.uk](mailto:HuishAdmissions@hea.ac.uk)

For further information please contact Miss Vaughan on 01458 250501 or visit our website [www.huishepiscopi.net](http://www.huishepiscopi.net)