

### In-Year Admission Application Form

**This Application Form must only be used in order to apply for a place required during the academic year at one or more of the schools that are part of The Partnership Trust**

- In-Year admission applications are coordinated across The Partnership Trust. Therefore you may indicate more than one preference on this application Form and return it to your most preferred school (full contact details are set out at the end of this application form). You may also apply to other schools which are not members of The Partnership Trust but you should do so using their own application forms.
- Please complete one Application Form per child and enter all the required information.
- It is important that all relevant sections of the form are completed and the form is signed by the applicant. If it is not, then the application will be returned to you and will not be processed until a fully complete form is received. Applications are processed in strict date order.
- A decision will be issued to the applicant in writing via email or post within 10 school days of receipt of the completed Application Form.
- Applicants are encouraged to refer to The Partnership Trust’s Admission Arrangements before completing this Application Form (the Admission Arrangements are available to download from the school websites or in hard copy upon request).
- Contact details for The Partnership Trust and its schools are at the end of this form.

Please note that applications for places at Special Schools cannot be made on this application form. If you are seeking a place at one of the Trust’s Special Schools (Fosse Way School or The Mendip School), please contact the school directly for further information.

Fosse Way School: 01761 412198; office@fossewayschool.com  
The Mendip School: 01749 838040; office@themendipschool.com

### Section 1: Your requirements

Please indicate one or more schools in order of preference 1,2,3 etc.

Abbot Alphege Primary School		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">In which Year Group is this place required?</td> <td style="width: 30%;"></td> </tr> <tr> <td style="padding: 5px;">On what date is this place required? (dd/mm/yyyy) <i>(note maximum of 6 weeks in advance, unless service family with proof of posting to area)</i></td> <td></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Reason for application (please indicate as applicable)</td> </tr> <tr> <td style="padding: 5px;">Moving to the local area</td> <td></td> </tr> <tr> <td style="padding: 5px;">Moving home within the local area</td> <td></td> </tr> <tr> <td style="padding: 5px;">Not moving but wishing to change schools</td> <td></td> </tr> <tr> <td style="padding: 5px;">School use only: Insert the date on which this application was received at the school</td> <td></td> </tr> </table>	In which Year Group is this place required?		On what date is this place required? (dd/mm/yyyy) <i>(note maximum of 6 weeks in advance, unless service family with proof of posting to area)</i>		Reason for application (please indicate as applicable)		Moving to the local area		Moving home within the local area		Not moving but wishing to change schools		School use only: Insert the date on which this application was received at the school	
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Reason for application (please indicate as applicable)																
Moving to the local area																
Moving home within the local area																
Not moving but wishing to change schools																
School use only: Insert the date on which this application was received at the school																
Cameley CofE Primary School																
Castle Primary School																
Chew Magna Primary School																
Farmborough Church Primary School																
Hayesdown First School																
Marksbury C of E Primary School																
Moorlands Infant School																
Moorlands Junior School																
Nunney First School																
Paulton Infant School																
Pensford Primary School																
Roundhill Primary School																
St Mary’s CofE Primary School, Writhlington																
Weston All Saints Primary School																

## Section 2: Your Child's details (the child who is the subject of this application)

Please enter the required detail or circle 'Yes' or 'No' throughout

First Name		Middle Name(s)	Legal Surname
Male	Female	Date of Birth (dd/mm/yyyy)	

Please enter the home address at which your child lives for the majority of their time

How long has he/she lived at this address?	Enter:	Years	Months	Weeks
Are there any formal shared residency arrangements in place for your child?			Yes	No

Please note: If your family is currently moving house and you would like your child's future home address to be taken into account for admission purposes, you must enclose with this application a copy of the legal 'Exchange of Contract' document or a Tenancy agreement (minimum six month) signed by the landlord. Additional evidence may also be required. Please provide details of your new address below. (If you are a services family relocating as a result of your employment but do not yet know your future address please confirm below and provide a copy of the letter confirming your relocation):

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## Section 3: Supporting Information

The information you provide in sections 1, 2 and 3 will be used to help inform the admission decision. The published oversubscription criteria will be applied if there are more applications received at the same time than there are places available. A place will be offered in the year group requested only where a further admission would not '*prejudice the efficient delivery of education or the efficient use of resources*' or, where applicable, unlawfully breach the statutory Infant Class Size Limit.

If a place **can** be offered, the information you provide below will help the Admissions Committee to determine any specific support your child will require on joining the school.

If a place **cannot** be offered and your child is not on roll or attending a school at the time of application, the information you provide below will help the Admission Authority to identify whether he/she qualifies against one or more of the criteria set out in Somerset or Bath and North East Somerset Fair Access Protocol. Where this is the case, the Admission Authority will refer your application to the relevant council in order that an officer might engage with you and help secure a suitable educational placement without undue delay.

The Admission Authority or an appointed agent may contact you to discuss the information you provide in order that your circumstances are clear and that you are supported as fully as possible throughout the In-Year admissions process.			
Please circle 'Yes' or 'No' for each question and enter the information as required.			
<b>Is he/she currently on the roll of a United Kingdom school?</b>		<b>Yes</b>	<b>No</b>
<b>If YES, please provide the name and address of this school</b>			
<b>If NO, when did he/she last attend school?</b>		Enter month/year	
<b>Is he/she a Child in Care? (A 'Child in Care' is a child who is in the care of the Local Authority or provided with accommodation by the Local Authority.)</b>		<b>Yes</b>	<b>No</b>
<b>If yes, please provide the name of the Local Authority and the child's social worker's name and contact telephone number</b>			
<b>Has he/she previously been in care (either within or outside of England) and is now formally adopted, subject to a residence order, child arrangement order or special guardianship order? If yes, please provide a copy of the adoption order/letter of confirmation from the relevant Local Authority or other confirmatory documentation).</b>		<b>Yes</b>	<b>No</b>
<b>Does he/she have any special educational need or disability?</b>		<b>Yes</b>	<b>No</b>
<b>Does he/she have an Education, Health and Care Plan? (If you have ticked yes to this question please speak to your SEND casework team about this application)</b>		<b>Yes</b>	<b>No</b>
<b>If he/she does not have an Education, Health and Care Plan, but you believe there are important medical or special reasons why a place should be prioritised at the school, please detail this later in the form or by supplying additional documentation</b>			
<b>Are any parents/carers members of staff at the school being applied for?</b>		<b>Yes</b>	<b>No</b>
<b>If yes, please provide details of their name and role</b>			
<b>Does he/she currently have a sibling living at the same address attending any of the schools you are applying for? Please refer to the published Admission Arrangements for the definition of 'sibling'.</b>		<b>Yes</b>	<b>No</b>
<b>If 'Yes' enter below the details of a qualifying sibling</b>			
<b>Last Name</b>	<b>First Name</b>	<b>DOB (dd/mm/yyyy)</b>	<b>School</b>

**Are there any other factors you would like the Admissions Authority to be aware of?**

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**Fair Access Criteria**

The law requires that each local authority must have a process, agreed with the majority of schools in its area, to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This process is known as the Fair Access Protocol.

The information below will enable consideration of whether the Fair Access Protocol can be invoked should you be unable to secure a school place under the normal in year admission process. Please tick all boxes that apply to your application/child. Please note that ticking any of the boxes below does not guarantee a place at your preferred school.

<b>A</b>	children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within the past 12 months	
<b>B</b>	children living in a refuge or in other Relevant Accommodation at the point of being referred to the Protocol	
<b>C</b>	children from the criminal justice system;	
<b>D</b>	children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education;	
<b>E</b>	children with special educational needs (but without an Education, Health and Care plan), disabilities or medical conditions	
<b>F</b>	children who are carers	
<b>G</b>	children who are homeless	
<b>H</b>	children in formal kinship care arrangements	
<b>I</b>	children of, or who are, Gypsies, Roma, Travellers, refugees, and asylum seekers;	
<b>J</b>	children who have been refused a school place on the grounds of their challenging behaviour	
<b>K</b>	children for whom a place has not been sought due to exceptional circumstances	
<b>L</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 a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted;	
<b>M</b>	previously looked after children for whom the local authority has been unable to promptly secure a school place.	

### **Section 4: Applicant Details**

(the applicant is the person completing this form)

Please enter the required detail or circle 'Yes' or 'No's

<b>Title</b>	<b>First Name</b>		<b>Surname</b>
<b>Your relationship to this child</b>	<b>Parent</b>	<b>Carer</b>	<b>Other</b>
<b>Do you hold legal Parental Responsibility for the child</b>	<b>Yes</b>	<b>No</b>	<b>For further information about parental responsibility see: <a href="https://www.gov.uk/parental-rights-responsibilities">https://www.gov.uk/parental-rights-responsibilities</a></b>
<b>Do you live at the same address as the child you are applying for</b>	<b>Yes</b>	<b>No</b>	
<b>If 'No' then please provide your full address (include post code) for communication purposes</b>			
<b>Daytime contact telephone number</b>	<b>Email address</b>		

### **Section 5: Declaration and Signature**

**This application will not be processed by the Admissions Authority unless all sections above are completed and the form is signed and dated by the applicant.**

**By submitting this application form, the applicant confirms the following:**

- 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/legal carer's responsibility to ensure that the Admission Authority receives the completed application form safely. Where this application is submitted as an attachment to an email, the applicant agrees and accepts full responsibility for the child's information being submitted via a non-secure email platform (subject to the conditions and requirements of the Data Protection Act 1988). If this is unacceptable, this Application Form should be completed and submitted as a paper copy, to be posted or hand delivered. I note that it is recommended that any postal copy is sent via Special Delivery post.
- 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 the application received by 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 parents/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.

The information provided may be shared by the Admission Authority to the extent that is necessary to determine the school admission decision, subject to the requirements of the Data Protection Act 1988

Applicant's Signature	Date (dd/mm/yyyy)

### **Section 6: Submitting your application**

**When you are satisfied that you have provided all the relevant information on your application form including proof of address and any necessary supplementary information, please ensure that you have signed the declaration in Section 5 above and submit your application to the school named as your first (or only) preference at the top of this form.**

**Contact details for the schools within The Partnership Trust to which this application form is relevant are set out below on the final page of this application form.**

#### **Notification regarding the processing of any personal data supplied on this form**

**Data Controller:** The Partnership Trust

**Data Protection Officer :** One West, Bath and North East Somerset Council, Lewis House, Manvers Street, Bath, BA1 1JG Email: [i-west@bathnes.gov.uk](mailto:i-west@bathnes.gov.uk) 01225 395959

**Purposes for processing:** The information that you give on this form will be used by The Partnership Trust for the purpose of processing your application for a school place for your child.

**Legal basis for processing:**

By law: The School Admissions Code 2014 and The School Admissions Appeal Code 2014 which are statutory guidance for Admissions Authorities.

Legitimate Interests: For the prevention and detection of crime (Fraud Act 2006) and to help improve services.

**Data Sharing:** The personal data provided will be shared with early years settings, health authorities, schools, academies and free schools and may also be shared with other Local Authority providers and School Appeal Panels. Data may be shared by schools with a private admissions provider. The Partnership Trust will not disclose this information to any unauthorised person or body.

**Transfers Abroad:** This data is held within the EU and is accessible by the approved application provider.

**Data Retention:** The personal data supplied on this form will be retained for as long as is necessary to meet our statutory requirements and legitimate interests and it will be disposed of in a manner appropriate to its sensitivity.

**Your Rights:** You have the right to ask The Partnership Trust for a copy of your data, the right to rectify or erase your personal data, and the right to object to processing. However, these rights are only applicable if The Partnership Trust has no other legal obligation concerning that data. You also have the right to complain to the regulator. <https://ico.org.uk/>

**Consequences:** If you do not supply this information to us, we will not be able to process your appeal for a school place for your child.

## Section 7: Important Information

Moving school for whatever reason is a very important decision. It is a decision which can have significant negative effects and disruption, not only academically but also in terms of mental health. Leaving a school midway through a term or year can disrupt friendships as well as relationships with school staff and the wider community. Children who change schools may struggle with the transition process and find it hard to settle in or feel that they belong in a new school environment. Multiple moves can be particularly challenging, but even single moves, especially when associated with other factors such as changes within a family like divorce, poor parental mental health etc. can affect a child's sense of belonging to a school as well as their confidence, self-esteem and attainment.

All schools within the Trust appreciate that there are many reasons for parents/carers seeking to move their child's school, including having to move for personal or work reasons. Schools will work closely with parents and carers to ensure that any transition to a new school is as supportive for the child as it can be and will do all that they can to minimise any impact. However, we would suggest that a change of school is considered very carefully before making the decision to apply for other schools. Please:

- Discuss a potential move with your child's current school.
- Visit or speak with all preferred schools before making applications.
- If you are moving to the area, consider applying for more than one school at a time to speed up the possibility of securing a school place.

The information requested in section 8 and 9 below is used solely for the purpose of identifying whether your child meets the criteria for consideration under the Fair Access Protocol and to assist with planning for your child's admission. If the information does not allow for the application to be considered under the Fair Access Protocol then the information will not be used to determine whether or not to offer your child a place.

**IMPORTANT: YOUR APPLICATION WILL BE NEITHER ADVANTAGED NOR DISADVANTAGED BY COMPLETING THESE PARTS AND THERE IS NO STATUTORY REQUIREMENT TO COMPLETE PARTS 8 AND 9. WE WOULD HOWEVER, ENCOURAGE YOU TO CONSIDER SHARING INFORMATION ABOUT YOUR CHILD IN ORDER TO HELP TO SUPPORT A SUCCESSFUL TRANSITION.**

Section 8 is to be completed by parent/carer and Section 9 to be completed by current or previous school wherever possible

### Consent

Please tick to confirm:

I understand that any information provided in section 8 and 9 will be shared with the school(s) for which I have submitted an application.	
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I give consent to the Admission Authority to obtain on my behalf, the information contained in part 9, along with any other relevant information to establish if my application meets the Local Authority Fair Access Protocol.	
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Signed

Dated (dd/mm/yyyy)

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### Section 8: Additional Information

The information you supply will not be used when determining the outcome of your application. This information will be used for the purpose of assisting a new school when planning your child's admission or for identification under the Local Authority's Fair Access Protocol

Reason for leaving current/last school: (please circle)

Permanently Excluded	Fixed Term Exclusion	Other (please provide details below)
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Why do you want your child to change schools?

Have you discussed the reasons for applying with your child's current school (please circle)	Yes	No
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If yes, please provide the name of the person you spoke with	
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Have any of the below services supported your child in the last three years?

<input type="checkbox"/> Parent Family Support Advisor (PFSA)	<input type="checkbox"/>	Access Casework/Liaison Officer
<input type="checkbox"/> Medical Tuition Services	<input type="checkbox"/>	Educational Psychologist
<input type="checkbox"/> Behaviour Support Worker	<input type="checkbox"/>	Sensory, Physical and Occupational Therapy Service
<input type="checkbox"/> Elective Home Education Services	<input type="checkbox"/>	Traveller Education Service
<input type="checkbox"/> Autism Service	<input type="checkbox"/>	Speech, Language and Communication Services
<input type="checkbox"/> Family Intervention Service	<input type="checkbox"/>	Education Safeguarding/Attendance Service
<input type="checkbox"/> Children's Social Care	<input type="checkbox"/>	Child and Adolescent Mental Health Service
<input type="checkbox"/> Other (Please specify)	<input type="checkbox"/>	

Is your child regularly attending school?	Yes	No
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If you answered no, is an Education Safeguarding Officer involved?	Yes	No
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Please explain below why your child is not regularly attending school:



**Section 9:**  
**Additional Information to be completed by your child's current/previous school**

Please ask an appropriate member of staff at your child's current school, for example the Headteacher or Head of Year to complete and sign this form.

**Please note that there is no statutory requirement to complete this section.**

The information supplied will be used for the purposes of assisting a new school when planning your child's admission or for identification under the Local Authority Fair Access Protocol.

Pupil's full name	
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Pupil's date of birth	
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Year Group	
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Attendance % and period covered	
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Does the pupil have any special education needs or disabilities?	
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Does the pupil have an Education Health and Care Plan?	
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Please detail below agencies, if any, that are supporting the pupil or family:
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Academic levels
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Key Stage	Reading	Writing	Maths
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KS1 or KS2			
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Pupil's strengths, interests and achievements
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Pupil's medical history/concerns/requirements
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Please indicate whether the pupil	Yes	1	2	3	4	5	No
Is academically confident							
Is well-motivated							
Has stable peer relationships							
Has good behaviour							

Any other important information
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Completed by:
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Signature	
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Name	
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Position in school	
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Date	
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### Contact Details for mainstream schools within The Partnership Trust

School Name and Address	Website and Contact Details	School Name and Address	Website and Contact Details
Abbot Alphege Academy Beckford Drive, Lansdown, Bath BA2 9AU	01225 580 281 office@abbot-alphege.org.uk <a href="https://abbot-alphege.org.uk/">https://abbot-alphege.org.uk/</a>	Nunney First School Catch Road, Nunney, Frome, Somerset BA11 4NE	01373 836429 office@nunneyschool.com <a href="https://nunneyfirstschool.co.uk/">https://nunneyfirstschool.co.uk/</a>
Cameley C of E Primary Meadway, Temple Cloud, Bristol BS39 5BD	01761 452644 office@cameleyprimary.org.uk <a href="https://www.cameleyprimaryschool.org/">https://www.cameleyprimaryschool.org/</a>	Paulton Infant School Plumptre Close, Paulton, Bristol BS39 7QY	Tel: 01761 412354 office@paulton-inf.bathnes.sch.uk <a href="https://www.paultoninfantschool.co.uk/">https://www.paultoninfantschool.co.uk/</a>
Castle Primary School 8 Newlands Road, Keynsham, Bristol BS31 2TS	0117 986 4489 office@castleprimary.uk <a href="https://www.castle.bathnes.sch.uk/">https://www.castle.bathnes.sch.uk/</a>	Pensford Primary School Pensford Hill, Pensford, Bristol BS39 4AA	01761 490470 Pensford_Office@pensfordschool.org <a href="https://www.pensfordschool.org/">https://www.pensfordschool.org/</a>
Chew Magna Primary School Chew Magna, Bristol BS40 8RQ	01275 332409 office@chewmagnaschool.org.uk <a href="https://www.chewmagna.bathnes.sch.uk/">https://www.chewmagna.bathnes.sch.uk/</a>	Roundhill Primary School, Mount Road, Bath BA2 1LG	01225 424950 office@roundhill-pri.co.uk <a href="https://www.roundhill-pri.co.uk/">https://www.roundhill-pri.co.uk/</a>
Farmborough Church Primary School The Street, Farmborough, Bath BA20FY	01761 470714 office@farmboroughchurchprimary.org.uk <a href="https://www.farmboroughchurchprimary.org.uk/">https://www.farmboroughchurchprimary.org.uk/</a>	St Marys CofE Primary School Old Road, Writhlington, Radstock BA3 3NG	01761 434548 office@stmaryswrithlington.co.uk <a href="http://www.stmaryswrithlington.co.uk/web">http://www.stmaryswrithlington.co.uk/web</a>
Hayesdown First School Wyville Road, Frome, Somerset BA11 2BN	01373 462718 office@hayesdownschool.com <a href="http://www.hayesdownschool.co.uk/">http://www.hayesdownschool.co.uk/</a>	Weston All Saints Primary School Broadmoor Lane, Bath BA1 4JR	01225 421786 <a href="mailto:westonallsaints_pri@wasp-school.org.uk">westonallsaints_pri@wasp-school.org.uk</a> <a href="https://www.wasp-school.org.uk/">https://www.wasp-school.org.uk/</a>
Marksbury C of E Primary School Marksbury, BA2 9HS	01761 470628 enquiries@marksburyschool.org.uk <a href="https://www.marksbury.bathnes.sch.uk/">https://www.marksbury.bathnes.sch.uk/</a>	<p>The Partnership Trust Mulberry Lodge Longfellow Road Radstock Bath BA3 3AL Tel: 01761 404207 Email: <a href="mailto:office@thepartnershiptrust.com">office@thepartnershiptrust.com</a> Web: <a href="http://www.thepartnershiptrust.co.uk">www.thepartnershiptrust.co.uk</a></p>	
Moorlands Infant School Chantry Mead Road, Bath BA2 2DE	01225 421912 office@moorlands-school.com <a href="https://moorlands-school.org/">https://moorlands-school.org/</a>		
Moorlands Junior School Chantry Mead Road, Bath BA2 2DE	01225 421912 office@moorlands-school.com <a href="https://moorlands-school.org/">https://moorlands-school.org/</a>		