

TRANSFER FROM INFANT TO JUNIOR STAGE EDUCATION 2018/19

If you are a resident of Bath and North East Somerset you can apply for a Junior school on line up to 15th January 2018 by visiting our web site www.bathnes.gov.uk and following the link Schools, Colleges and Learning, followed by Admissions to Schools. Please remember to use your child's Unique Identification Number. Alternatively complete this form (one for each child) using a ball point pen and BLOCK CAPITALS. You can apply for any Junior school regardless of whether or not the school is located in or outside of Bath & North East Somerset. If you have any queries or would like help completing the form, please contact the Admissions & Transport Unit on 01225 394312.

This form should only be used to apply for a place at a Junior School and the LA will inform you of the outcome of your application in April 2018.

If you want to apply for a transfer to a Primary school you will need to complete a separate In Year application form in June 2018. This is because a request for a transfer to a Primary school has to be considered for a place in an existing year group at the school.

If you live outside of Bath & North East Somerset do not fill in this form. Contact your home authority for an application form. You will be able to use that form to apply for schools in this authority. All applicants for Bath and North East Somerset Schools should ensure that they have read the booklet 'A Primary School for your Child in Bath & North East Somerset 2018/19'. Those residents applying for schools outside of Bath and North East Somerset should contact the LA where the school is situated for their school guide.

The closing date for applications is 15th January 2018. If your application is received after this date, your application will **not** be considered until all others have been dealt with. This might mean that all available places have been filled before late applications are considered. For full details of each LA's arrangements for dealing with late applications, please read each LA's school guide.

SECTION 1 – Child Details

You should enter your child's legal surname and first/middle name(s) as they appear on his/her birth certificate, unless the child's name has been legally changed

Forename											
Middle Name(s)											
Surname/Family Name											
Date of Birth (dd/mm/yyyy)	Day:		Month:		Year:						
Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>							
Home Address (see below)											
			Postcode								

For school admission purposes the Local Authority (LA) will consider the child's home address to be the permanent address where he or she generally resides with their parent. Temporary addresses may not be used to obtain school places. If you/your child are moving from your present address please supply details of the **new** address above and supply the **anticipated move date** below. Give details of your **present** address in Section 4. You **WILL** need to provide documentary evidence of your new address. On time applicants moving house will be considered from their proposed new address in the first round of allocations providing they have been able to submit appropriate documentary evidence by no later than **30 January 2018** which confirms the new address details. For further information on addresses and types of evidence needed when an address is changed please refer to the Admissions Booklet.

Moving on (Day Month Year) _____

Current School Attended:

Is the pupil "**looked after**" by a Local Authority?
(Sometimes referred to as "**being in care**")

YES

NO

A "**Looked After Child**" is a child who is in the care of a local authority or provided with accommodation by that local authority. If you are applying on behalf of such a child please tick the **YES** box

If YES, which Local Authority?

Name of Social Worker

Is the child a "**Previously looked after child**"? ie became subject to an adoption, care arrangement order or special guardianship order immediately after being looked after

YES

NO

You can apply online up to 15 January 2018 by visiting www.bathnes.gov.uk and click on the link Schools, Colleges and Learning followed by Admissions to schools.

If YES, please state under which category they fall within.

Adoption

Care Arrangement order

Special Guardianship order

Does the child have a Statement of Special Educational Needs or Education, Health and Care Plan?

YES

NO

If YES, your application will be processed by the Special Educational Needs Team – see the booklet '**A Primary School for your Child**' for further information

SECTION 2 - SCHOOL PREFERENCES

Your preferred **Junior** school(s) should be shown in the preference boxes below **in priority order**. The booklet gives a detailed explanation of the equal preference system. You do not have to show a second or third preference if you do not wish, although you are strongly recommended to do so. You can express a preference for any **Junior** school, including Foundation, Voluntary Aided (VA) or Academy Schools, within any Local Authority (LA). Please **do not** use this form to apply for a Primary School place. You will need to complete an In year application form in June 2018 if you want your child to be considered for a transfer to a Primary School as any such request has to be considered for a place in an existing year group and would therefore be dealt with under the In year admissions scheme. As there is no guarantee that places within a primary school will be available you are advised to make a **Junior** School Transfer application by the closing date so that your child is not disadvantaged and can be considered alongside other children for whom Junior school preferences have been made.

Please consider your preferences carefully as, after the closing date, if you decide to change your school preference (or preference order) your original application will be withdrawn and your child will NOT be considered for a school place in the first round of allocations even if the original application was received before the closing date. (See booklet for further details)

Completion of the boxes does not guarantee that a place can be offered to your child at one of these schools. Every effort will be made to offer you a school of your preference. However, if schools receive more applications than places available, the admissions criteria will be used to decide which children can be offered places. **Please note that all preferences are considered equally and if your child qualifies for a place at more than one school you will be offered your highest preference school.**

My 1st Preference school is:

Name of School	
Postcode of School	

My 2nd Preference school is:

Name of School	
Postcode of School	

My 3rd Preference school is:

Name of School	
Postcode of School	

Please tick any of the following reasons for your school preference(s). You may tick as many reasons as you like for each preference.

You may give reasons for your school preferences including religious or philosophical ones which all admission authorities will have regard to but you should note that all allocations must be made in accordance with the published admissions criteria if a school is oversubscribed. Giving reasons does not guarantee a place at your preferred school or mean that admission authorities will deviate from their published admission policies.

Preferences

1st

2nd

3rd

Preferences	1st	2nd	3rd
Older sibling in preferred school (see also sibling section below)			
Distance (home to preferred school)			
Medical Reasons			
Religion or Faith			
Other reasons (please specify for which school these refer)			

SIBLINGS (see booklet for definition of a sibling)

If, in September 2018, this child has an older brother or sister who will be in attendance at one of your preferred schools or a younger sibling at the paired infant school (see Admissions booklet for details of paired schools) please give the details below:

Forename												
Middle Name(s)												
Surname/Family Name												
Date of Birth (dd/mm/yyyy)	Day:	<input type="text"/>	Month:	<input type="text"/>	Year:	<input type="text"/>						
Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>								
Home Address												
												Postcode
Siblings Present												
School Attended												

If you have applied for a younger child to be admitted to the reception class of the paired infant school for September 2018, please tick this box

SECTION 3**FOUNDATION, VOLUNTARY AIDED DENOMINATIONAL and ACADEMY SCHOOLS**

(See booklet for which schools fall into this category)

If your preferences include Foundation, Voluntary Aided (VA) or Academy schools you should read the school's admission criteria which are published in each LAs Primary guides as the criteria will be different from those used for Community and Voluntary Controlled schools.

Details of any supporting evidence they may require will be given in their admissions criteria and this evidence should be sent to the school direct. As well as completing this application form certain Foundation, VA or Academy Schools require you to complete a supplementary information form (SIF), copies of which are available from the schools direct. Please see their admissions criteria for details of which schools require a SIF.

If one or more of your preferences is for a place at a Voluntary Aided Church School the following information may be useful to the schools when considering your application under their admissions criteria:

	Church of England	Catholic	Other (please specify)
Denomination (please tick appropriate box)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="text"/>
Is your child baptised?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

NB: If you have answered YES and are applying for a Catholic school, a copy of the baptismal certificate should be sent to the school direct by the closing date.

Please tick this box if you have sent a baptismal certificate to the school direct

Name of church where you currently worship?	<input type="text"/>
Name of parish priest/minister?	<input type="text"/>

If you are applying for a Voluntary Aided C of E school, the school's admissions criteria gives details of the church evidence they require in support of your application. Any such evidence should be sent to the school direct and should not be included with this form. If a letter of support from your minister or parish priest has been sent to the school direct, please tick this box

SECTION 4 – APPLICANT DETAILS (details of adult responsible for applying for the school place for the child)

Title (e.g. Mr/Mrs/Ms/Miss)	
Fore Name	
Surname/Family Name	
Address (if different to address in Section 1. See notes and provide your current address if you are in the process of moving)	
	Postcode
Telephone No. (home)	
Telephone No. (work)	
Telephone No. (mobile)	
Email address	
Relationship to pupil	Mother <input type="checkbox"/> Father <input type="checkbox"/> Step Parent <input type="checkbox"/> Foster Parent <input type="checkbox"/>
	Social Worker <input type="checkbox"/> Other Relative <input type="checkbox"/> Other Family Member <input type="checkbox"/> Other <input type="checkbox"/>
Do you have parental responsibility for this child?	YES <input type="checkbox"/> NO <input type="checkbox"/>

UK Service Personnel.
 Please indicate if you are a family of UK service personnel (or crown service) returning from overseas with a confirmed posting to the area. An official letter declaring the relocation date and a unit postal address or quartering area address should be provided.

YES NO

SECTION 5 – DECLARATION
PLEASE SIGN AND DATE THIS FORM BELOW

You should note that the offer of a school place can be withdrawn by the LA even after your child has started school if, at a later date, it is established that the place was offered on a basis of false or misleading information. If you knowingly give false information in order to obtain a particular school place you could be prosecuted for the offence of fraud by false representation under the Fraud Act 2006 or any other appropriate act.

If false information is provided your application will be void and you will be required to submit a further application. If this is received after the published closing date it will then be regarded as a later application. If it is found that a sibling currently at the school was also offered a place on the basis of false information then for any further applications received the authority will discount the sibling's connection.

In fairness to all parents the Council reserves the right to require documentary evidence of the genuineness of the family address and, if this is not produced, the Council reserves the right to make its own enquiries with, for example, the Council Tax Offices and other authorities.

In the interest of your child's school placement, the information you provide on the preference form may be shared with the other Local Authorities and Schools in the area.

Data Protection Act 1998
 The information that you give on this form will be used for the purpose of processing your application for a school place for your child. The information may be shared with other Council Departments for the purposes of verifying the accuracy of the application and if you are also applying for a school outside of Bath & North East Somerset, with LAs and schools in their area.

Name of Parent/Carer	Initials	Surname
Mr/Mrs/Ms/Miss (delete as necessary)		

Signature: Date

Please return the form by 15th January 2018 either by email to admissions_transport@bathnes.gov.uk or to our postal address of:
 The Admissions & Transport Team, Bath & North East Somerset Council, Lewis House, Manvers Street, Bath, BA1 1JG.
If you require confirmation of your application being received and have sent your application by post, please include a stamped addressed envelope with the form.
 This document can be made available in a range of languages, large print, Braille, on tape, electronic and accessible formats.
 Please contact The Admissions & Transport Unit on 01225 394312 for further information