

**Application For The Admission Of A Child During The Academic Year
(In-Year Admission) for Churchfield Church School**

Before completing this form, please read the important information set out on page 4

Answer all questions fully and circle 'Yes' or 'No' where provided

Section 1: Your requirements

In which Year Group is the place required?	
When is the place required? Day/Month/Year:	

For School Office use: Date stamp this application with the date of receipt	
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Section 2: Your Child's details (the child who is the subject of this application)

Legal Surname	First Name	Middle name(s)

Date of Birth: Day/Month/Year:			
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Registered Nationality	
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Does your child hold European Economic Area citizenship?	Yes	No
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Is your child currently on the roll of a UK school?	Yes	No
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When did he/she last attend school? Month/Year:	
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Name, Address & Phone Number of last school attended:

Is your child currently a 'Looked After Child' - a child in the care of a Local Authority?	Yes	No
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If 'Yes' (currently in care) which Local Authority is responsible for your child?	
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If 'No' has your child <u>previously</u> been in the care of a Local Authority and subsequently adopted, or been made the subject of a residence or special guardianship order?	Yes	No
Is your child a registered carer for another person?	Yes	No

Does your child currently have a Statement of Special Educational Needs issued by a Local Authority?	Yes	No
If 'Yes' which Local Authority issued the Statement?		
Does your child have a registered support worker?	Yes	No
Does your child have any Special Educational Need, disability or medical condition the school should be aware of? You may be contacted	Yes	No

Is your child currently entitled to receive free school meals?	Yes	No
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Does your child or one of his/her parents attend a Church Service on a regular basis? If 'Yes' you <u>may</u> be contacted and asked to complete the governors' Supplementary Information Form	Yes	No
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Does your child have any siblings currently attending this school? A sibling definition applies which is set out in the published Admission Arrangements for the school	Yes	No	
If 'Yes' enter the details of <u>one</u> sibling, or other child, who lives at the same home address (provided in Section 1) and who is currently registered on the roll of this school:			
Legal Surname	First name	DOB: day/month/year	Brother/sister/other

Please enter the current home address (including post code) at which your child lives for the <u>majority</u> of his/her time			
How long has he/she lived at this address?	Years:	Months:	Weeks:

If your family is currently moving house and you would like this application to be considered on the basis of your child's future home address, you <u>must</u> enclose a copy of the 'Contract of Exchange' document or a minimum Sixth month Tenancy agreement with this application. Please note that applications based on a new home address will only be considered within <u>six weeks</u> of a confirmed moving date		
Are there any shared residency arrangements in place for your child?	Yes	No

Section 3: Applicant Details (the applicant is the person completing this form)

Surname	First Name	Mr/Mrs/Miss/Ms/other

Your relationship to this child	Parent	Carer	Other

Do you live at the same address as the child you are applying for	Yes	No
If 'No' then please provide your full address (include post code) for communication purposes		

Land line telephone number	Mobile	Email address

Section 4: Declaration and Signature

In order for this application to be considered, the applicant must provide his/her signature and enter the date on which the application was completed. In doing so the applicant confirms that:

The information provided on this application form (and any other information that may be provided in support of this application) is accurate to the best of the applicants knowledge and not intended to mislead in any way
The information provided may be shared by the Admission Authority to the extent that is required in order to determine the school admission decision, subject to the requirements of the Data Protection Act 1988.
The applicant is legally responsible for the child concerned or that he/she has appropriate consent from the legally responsible party to permit the submission of this school place application
A school place allocated as a result of the information provided may be withdrawn if this information is subsequently found to be fraudulent or intentionally misleading

Signature of Applicant:	Date :

Important information to assist the completion of the In-Year application form

The Diocese of Bath and Wells Multi Academy Trust is the Admissions Authority with overall responsibility for admission decisions in connection with the school. The administration of admission applications is managed directly by the Headteacher and governors on behalf of the Multi Academy Trust (MAT).

The In-Year application form is designed to ensure that applying for a place at the school is made as simple and straight forward as possible and that applicants are only asked to provide information essential to the decision making process. An electronic copy of this form can be downloaded from the school website.

You may hand-deliver your application to the main School Office, or send it to the school by post or email attachment. Applications should be marked '**In-Year School Admission Application**'.

Churchfield Church School
Burnham Road
Highbridge
Somerset
TA9 3JF

Email: Office@churchfieldbwmat.org

Further help with the understanding or completion of this form is available via the School Office

Please read the following information carefully before completing your application:

- Complete this application form only if you are applying for a child to start at the school during the academic year.
- A separate application must be submitted for each child that you would like to join the school roll
- Before submitting, check that you have provided all the required information and signed and dated your application. Should you choose to submit your application as an email attachment, please be aware that you are effectively acknowledging your full acceptance of the terms set out in 'Section 4 - Declaration and Signature' of the Application Form, just as if though you had signed the form in person.
- Depending on the information you provide, it may be necessary for the Admissions Committee to discuss your requirements with you in more detail, or to request additional information to support your application. Please ensure that your contact details are entered correctly.
- The Admission Authority's decision will be notified to the applicant, in writing, within 10 school days of receipt of the application form
- You are strongly encouraged to refer to the governors' Admission Arrangements published on the school website before completing your application form. This document can be downloaded at www.stjamessch.co.uk or a paper copy made available on request to the School Office.
- In the event that there are more applications to consider than places available, the governors will refer to the 'oversubscription criteria' as a means of prioritising admission. These criteria are set out in the MAT's published Admission Arrangements for the School.
- Depending on the information you have provided on your application form, you may be asked to complete a Supplementary Information Form, available from the school Office or to download from the School website, where it is stated that this is required to evidence compliance with a particular criterion. Regular Church attendance for example.
- The MAT supports Fair Access for all children. Where they are unable to provide a school place, an application may be referred to Somerset Local Authority in order that a suitable alternative school place can be identified without delay.
- If your application is unsuccessful, you have the legal right to appeal against the Admission Authority's decision.