

APPLICATION FORM FOR A SCHOOL PLACE IN-YEAR

Please read the accompanying guidance notes before completing this form. The student's parent/guardian should complete the form in BLOCK CAPITALS, using black ink, and then sign the declaration overleaf.

NB: If your child has a Statement of Educational Needs or Education, Health & Care plan, please contact the SEN team to request a change of school placement. Please do not complete this application form.

Please indicate when school place is required: As soon as possible Other: _____

Child's surname: _____ Forenames: _____

Any previous surname: _____ Male Female

Date of birth: ____/____/____ Current year group: _____

Child's permanent address: _____

 _____ Postcode: _____

Current / previous school name and address: _____

Contact Name (e.g. Head of Year) _____

Phone Number: _____ Leaving date: _____

Catchment school: _____

Is the child 'in care' or has he/she been 'previously in care' of the local authority? YES / NO

Please note that an application on behalf of a child or children 'in care' can only be completed by the designated Social Worker (see guidance notes)

Is either parent a member of the Armed Forces? YES / NO

Has the child been in state care outside of England and ceased to be as a result of being adopted? YES/NO

Does the child have an EHCP of Special Educational Needs? YES / NO

Please tick this box if you are making an application for more than one child.

Note: you must complete a separate application form for each child.

Please name any brother or sister currently on roll at the school or for whom an offer of a place has been accepted.

Full name of brother/sister: _____

Date of birth: ____/____/____ Current year group: _____

Other information

Medical, physical or psychological evidence (please read Guidance notes). Please tick the box if you have attached medical evidence. ***If you do not attach evidence your application will not be considered for priority under this criterion.***

PLEASE CONTINUE OVERLEAF

Please give your reasons for changing your child's school:

Has your child been issued with any fixed term or permanent exclusions? **YES/NO**
If Yes, please give dates and reasons for exclusion (s).

Full name of adult(s) completing form:

Mr / Mrs / Ms / Miss : _____

Mr / Mrs / Ms / Miss : _____

Telephone numbers: Home: _____

Other (daytime): _____

Mobile: _____

Email address: _____

Do you have parental responsibility for this child? **YES / NO**

What is your relationship to this child? (please tick relevant box)

Parent Legal guardian Step parent Social Worker

Other relative / family friend / carer (please state) _____

DECLARATION

I certify that the information I have given on this form is correct to the best of my knowledge. (If you give false information the offer of a school place may be withdrawn)

Signature of parent(s)/guardian(s): _____

Date: _____

The information you give will be processed electronically and stored on computer for administrative purposes in accordance with the Data Protection Act 1998.

School Use Only

Received by school (date stamp)

Proof of address seen Y/N

Catchment checked Y/N

Sibling checked Y/N

Medical evidence assessed Y/N

Current school contacted Y/N

Year group _____

No. of places available _____

Immediate Start / September

Offer

Date offer sent _____

Proposed start date _____

Refusal

Date refusal letter sent _____

Waiting list

Refused applicants will automatically be added to the waiting list.

Criterion and distance on waiting list:

Looked after

EHCP

Medical

Catchment sibling

Catchment

Out-catchment sibling

Out-catchment linked primary

Out-catchment staff

Out-catchment other

Distance: _____

**PLEASE RETURN
THIS FORM DIRECT TO:**

TESTWOOD SCHOOL

**TESTWOOD LANE, TOTTON
SOUTHAMPTON
SO40 3ZW**

GUIDANCE NOTES - APPLYING FOR A SCHOOL PLACE IN-YEAR

This form cannot be used to apply for a school place in Year 7 in September 2024.

Please visit www.hants.gov.uk/admissions for full details of how to apply for a place in September 2024 or contact the Hampshire County Admissions Team on 0300-555-1377.

Applications for admission to any year group during the academic year 2023-2024 can be considered at any time. You will receive a reply in writing from the school, normally within 10 school days. However, applications which specify they are for admission at the start of term in September 2024 will not be considered until after 11th June 2024.

Alternatively, you can complete the in-year application form online at: www.hants.gov.uk/admissions

If you are a Hampshire resident applying for a school place in another local authority in England, you should contact that local authority for advice about their in-year admission procedures.

If you are moving house, evidence of your new address must be sent to the preferred school. Proof of exchange of contracts or a signed tenancy agreement will normally be accepted. The processing of your application may be delayed until the required address evidence is received. The County Council may investigate the residence details you provide. An offer of a place may be withdrawn if you provide false information.

For UK service personnel with official proof of posting to Hampshire and a relocation date, a Unit postal address, a quartering area address or future home address will be accepted as the address for the application. The processing of your application may be delayed until the required evidence is received.

Children 'in care' are defined as those who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). Applications on behalf of a child in care must be completed by the child's Social Worker. Applications cannot be accepted from the child's carers. Social Workers are advised to contact the County Admissions Team for advice.

Children 'Previously in care' are defined for the purposes of the legislation as those who immediately after being in care became subject to an adoption, child arrangements or special guardianship order. One of the following must be attached to your application as evidence of your child's status:

- an adoption order under section 46 of the Adoption and Children act 2002 or section 12 of the Adoption Act 1976; or
- a child arrangements/residence order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1998; or
- a special guardianship order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989.
- Previously looked after children also includes those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

If you applying under medical grounds

Attach written evidence of your child's (or a family member's) significant medical, physical or psychological condition from, for example, a doctor or psychologist, which explains why it is essential that your child attends the indicated school. Priority for admission may be given if the criterion in the school's admission policy is met; please refer to the policy for the school you are applying to. If you do not attach evidence your application will not be considered for priority under this criterion. Note that some Foundation, Aided and academy schools do not use the County's medical criterion.

Continued overleaf

‘Children of staff’ refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent. ‘Staff’ includes all those on the payroll of the school who have, (i) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (ii) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

Receiving the outcome of your application

If you are offered a place, you are required to accept the place within 10 school days and to start your child within four school weeks.

If the school cannot offer your child a place, you will receive a refusal letter containing details advising you of the arrangements for placing your child’s name on the waiting list and your right of appeal to an independent appeal panel.

If you need help finding a school place, please contact the County Admissions Team:

Address: County Admissions Team, Children’s Services Department, Elizabeth II Court North, Winchester SO23 8UG
Tel: 0300-555-1377
Email: admissions.team@hants.gov.uk