

PRIMARY PHASE ADMISSIONS IN SOMERSET - SEPTEMBER 2019
(applications for Primary, Infant, First, Junior and Middle School places)

Please ensure that you have read the 'Primary Admissions in September 2019 - A Guide for Parents' at www.somerset.gov.uk/admissions. Phone Somerset Direct on 0300 123 2224 If you need any further help.

Please complete and return this form by;

15 January 2019 for outcomes to be posted on 16 April 2019

3 May 2019 for outcomes to be posted on 7 June 2019

Applications received between 3 May 2019 and 31 August 2019 will be dealt with strictly in order of receipt.

Child's Legal Surname:		Child's Forename(s):	
.....		
Date of Birth:		Male / Female (please circle)	
.....		
<p>This must be the child's permanent home address, where he/she lives with a person of parental responsibility as the main carer. Where there are shared care arrangements, Admission Authorities (AAs) will consider the application (with evidence) relating to the address where the child spends the majority of their time. Where the child spends equal time with both parents the AA may ask for additional information including evidence of which parent/carers is in receipt of child benefit.</p>			
Child's Current Address:	(If you have recently moved please provide proof of address)	If Moving, Child's New Address: (You will need to provide proof of this address)	
.....	
.....	
Postcode:	Date since:	Postcode:	Date if moving:
.....
Current/Previous School/ Pre-School and Address:			
.....			

Preferred Schools: PLEASE NOTE: by only stating one preference you are not given a higher priority for this school and you are not guaranteed a place at this school. If you wish to be considered for your catchment school you must include it as one of your preferences.

Please enter the names of your preferred schools in **priority** order:

1st Preference:

2nd Preference:

3rd Preference:

If your preference(s) include Voluntary Aided, Academy, Free Schools or Foundation schools, you should read each school's oversubscription criteria in the Primary Admissions Guide. The oversubscription criteria may be different from those used for Community and Voluntary Controlled Schools.

If you are applying after national offer day and were offered a place in the first round please state the school you were offered below.

Name of School:
.....

Please note that only one offer of a school place can be made. If you are submitting a "new" preference and are successful in gaining a place, the school place previously offered will be withdrawn.

If you would like to include further information about why you wish you child to attend one or more of your preferences, please include it on a separate sheet and attach to the application form.

Is this application for a child in the care of a Local Authority? YES / NO *(please circle)*

A 'Child In Care' is a child who is in the care of the LA or provided with accommodation by that LA. If you are applying on behalf of a 'Child In Care', please circle 'Yes' and obtain the signature of the Social Worker involved in the child's care.

If Yes, which Local Authority (LA)?:

Name of Social Worker:

Address of Social Worker:

Telephone number of Social Worker:

Signature of Social Worker:

Has your child previously been in care and is now formally adopted, subject to a residence/child arrangement order or a special guardianship order? YES / NO *(please circle)*

If yes, please provide a copy of the adoption order or a letter of confirmation from the relevant Local Authority.

Does your child have an Education, Health and Care plan? YES / NO *(please circle)*

Has your child been involved with a multi-agency team who have identified a school as the one your child must attend? Please see criterion 2 on page 22 of the primary admissions booklet. YES / NO *(please circle)*

Is this application for a child of UK Service Personnel or other Crown Servant? YES / NO *(please circle)*

Is your child eligible for pupil premium funding? (entitled to free school meals on low income grounds). YES / NO *(please circle)*

Are either parents/carers members of staff at any of your preferred schools? YES / NO *(please circle)*

If yes, please state which one(s):

Only complete this section if one or more of your preferences are for a school with religion as part of the oversubscription criteria. Additional information may be required and it is your responsibility to check what is needed and send it in with your application form.

Have you selected a school(s) because it is a faith school? YES / NO (please circle)

If yes, which faith do you follow?

Carefully read the oversubscription criteria for that school(s) and fill in a Supplementary Information Form (SIF) signed by the relevant church representative and/or a copy of you or your child's baptism certificate where relevant. If this information is not received by the deadline, your application will not be considered under this criterion.

Siblings:

If your child has any older siblings **who meet the sibling criteria for your preferred school(s)**, please provide details below:

Please note, children living at a different address will not be considered.

Child's Legal Surname:	Child's Forename(s):
Date of Birth:	Male / Female (please circle)
School child attends/attended:	
Date attended since:	

Applicant's Details:

This section is mandatory and if not filled out this form will be returned to you.

Title: Mr/Mrs/Miss/Ms/Other (please circle)	Relationship to child:
Parent/Carer's Surname:	Parent/Carer's Forename:
Address (if different from child's):	
Postcode:	
Daytime Tel No:	Mobile Tel No:
E-mail Address:	Do you have legal Parental Responsibility for this child? Yes / No (Please circle) If you have indicated No, please state your reasons for applying on a separate sheet.

Declaration:

I understand that by signing the declaration below I will be confirming that all details given above are, to the best of my knowledge, correct. I accept that the AA reserves the right to withdraw school places, which have been obtained by providing incorrect or misleading information.

I understand that applications must be made by the child's parent/carer.

Signature of Parent/Carer: _____

Date: _____

Please submit this completed application form to:

The Admissions and Entitlements Team
PPC402C
Somerset County Council
County Hall
Taunton
Somerset TA1 4DY

PLEASE NOTE: It is the parent's responsibility to ensure that the Local Authority receives your completed application form safely. If you are posting it to the above address it is recommended that the form is sent by Royal Mail Special Delivery. Applications must be received by The Admissions and Entitlements Team at this address only. If they are returned to other County Council Departments and then sent on, they may not be received by the deadline and your application could be disadvantaged. Receipt of your application form will not be acknowledged unless you have enclosed a stamped addressed envelope with this school place application form. You may also like to call Somerset Direct on 0300 123 2224, who will be able to check if your application has been received.

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

Data Controller – Somerset County Council

Data Protection Officer contact – informationgovernance@somerset.gov.uk

Purpose for processing – The information that you give on this form will be used by the Council 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 which is statutory guidance for Local Authorities states that Local Authorities must provide a common application form that enables parents to express their preference for a place at any state funded school.

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 SCC service providers, the Department for Education, Somerset County Councils software supplier and School Appeal Panels. If you are applying for a school outside Somerset it may be shared with other Local Authorities and schools and academies in their area. Data may be shared by schools with a private admissions provider. SCC 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 Somerset County Council to 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 Council 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 application for a school place for your child.

For more information see www.somerset.gov.uk/privacy