



In Year Application Form

Information

If you are a parent or carer, with parental responsibility and you would like to apply for an 'In Year' school place for a school in Central Bedfordshire, you must complete this application form.

It is important to make sure that the information you provide is factually correct. Please note that an offer may be withdrawn if we find that the parents have given false information.

You must provide proof of your child's date of birth with your application. The processing of your application will be delayed if you fail to submit the relevant evidence.

Reason for application:

- ☐ Moving into Central Bedfordshire
- ☐ Moving to another address in Central Bedfordshire
- ☐ Not moving address but wishing to change schools

Date of move (if applicable)

Proof of child's date of birth

- ☐ Proof attached (e.g. birth certificate, passport etc.)

Pupil Details

You may be asked for proof of address where there is competition for places at your preferred school(s).

Name of 1st preference school

Name of 2nd preference school

Name of 3rd preference school

Date place required

Pupil's first name(s)

Pupil's surname

Gender at birth

Date of birth

Current address

Postcode

New address (if applicable)

Postcode

Name of current / previous
school

Date of attendance

Date from: ____/____/____ to ____/____/____

Headteachers name

1st Parent(s) / Carer(s)

We will only communicate with the applicants with parental responsibility named on this application

Title

Ms / Mr/ Mrs / Dr / Other: _____

Name

Relationship to child

Telephone

Email

2nd Parent(s) / Carer(s) (if applicable)

Title Ms / Mr/ Mrs / Dr / Other: _____

Name

Relationship to child

Telephone

Email

Child Details

Has your child been excluded from their current or previous school?

Yes

☐

No

☐

Is the child known to any other agencies (Police, Youth Offending, Social Services etc?)

Yes

☐

No

☐

Siblings

If you have another child who also lives at the above address and will still be attending one of the schools, you have nominated please give details.

Sibling name

Sibling date of birth

Address (if different)

Postcode

School sibling attends

Faith Criteria

If one of the schools, you have listed as a preference has faith criteria and you are applying for a place on religious/ faith grounds you will need to complete the attached Confirmation of Religious Affiliation Form.

Confirmation of Religious
Affiliation

☐

Confirmation of Religious Affiliation form
attached.

Court Orders

Is your child subject to a Court Order or
Specific Issue Order?

YES/ NO

If yes, please provide a copy of the Order with
your application.

Please note: The Local Authority is not in a position to intervene in disputes between parents over a school application and requests that any such disputes are resolved privately, and the mutually agreed decision communicated to Admissions as soon as possible, so that a school place can be secured.

Additional Needs

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

YES/ NO

Is the application for a
'looked after' child? (i.e. child
in care with the local
authority)

YES/ NO

If yes, can you please provide one of the following documents with your application:

- Adoption birth certificate
- Residence order
- Special guardianship order

Does your child have a very
exceptional medical reason
why he/she should be given
priority for admission to one
of your preference schools?

YES/ NO

Additional information: (Continue on attached sheet if necessary)

Moving from Abroad

Are you moving from abroad to live in the UK? YES/ NO

(You must provide a copy of the relevant pages of your child's passport and your passport and visa (if applicable) to confirm that you and your child have the right of abode in the UK.)

Relevant pages of your child's passport ☐ Passport pages attached

Relevant pages of your passport ☐ Passport pages attached

Your visa ☐ Visa attached

Additional Information: (Continue on attached sheet if necessary)

Data Protection

We will hold the personal details supplied on the application form for the purposes of processing your application for a school place. We will share the information with other relevant teams within the Council, other Local Authority Admissions Teams and schools where necessary. We will safeguard your personal details and these will not be divulged to any individuals or organisations for any other purposes.

Central Bedfordshire Council ensures any personal data collected will be retained securely for as long as necessary, and only used for legitimate Council activities to facilitate the delivery of Council services, or for the purpose of preventing and/or detecting fraud and/or crime, in accordance with the Data Protection Act 1998.

Central Bedfordshire Council's Data Protection policy is available from the website at www.centralbedfordshire.gov.uk or by writing to the Corporate Data Protection Officer at Central Bedfordshire Council Offices, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ.

I have read the Central Bedfordshire Council personal information statement and consent to the personal information I have provided on this form being used for the purposes stated.

☐ Please confirm you have read the above statements

Submit Application

By submitting this form I / we, having parental responsibility for the named child, state that, to the best of my / our knowledge and belief, the information that I/we have given is correct and complete and that this is the only application form I/we have completed. I/ we will advise School Admissions, in writing, of any changes to the information on this form. I / we understand that the provision of incorrect information could lead to the withdrawal of any offer of a school place.

We will only communicate with the applicants with parental responsibility named on this application.

Name

Signature

Submission date

Please send your completed application to:

admissions@centralbedfordshire.gov.uk

If you have any questions regarding the process, please contact:

Central Bedfordshire Council
School Admissions
www.centralbedfordshire.gov.uk/admissions
0300 300 8037

Additional Information