

In-year school place application form -for students who do not currently attend a Newcastle School 2021/22

Have you thought about applying online? You can find out more information and do this here: You should only apply 4 weeks before you need the school place

<https://newcastle.gov.uk/services/schools-learning-and-childcare/apply-school-place/year-school-admissions>

Do **not** use this form to:

- Apply for a normal age phase transfer (starting first/primary/middle/secondary or high schools in September)
- Apply for a new school if you are currently in a Newcastle school

Before submitting this form make sure you/your child:

- Have read the in-year guidance at the webpage above;
- Have checked the vacancy report for schools which have spaces in your child's year group;
- Have read the admissions policies of the schools you are applying to;
- Have provided all the evidence needed – Faith evidence should be sent to the school; all other evidence should be emailed to School Admissions;
- Understand it can take up to 15 school days before you hear the outcome;
- Can start the school within 10 school days if you are offered a place. You can apply a maximum of four weeks in advance of needing the school place (there is an exception for service families – please see the website for information)

We will use this form to make your application to school and to check your eligibility for Free School Meals.

If you require any information, advice or support with the in-year application process:

- See our website: www.newcastle.gov.uk/schooladmissions
- Email us: admissions.information@newcastle.gov.uk
- Phone us: 0191 278 7878
(ask for School Admissions, lines open 9.00 to 14.30)

Section 1 – Your child's details		
Child's legal surname:	Date of birth:	Year group:
Child's first name:	My child is (please tick) Male <input type="checkbox"/> Female <input type="checkbox"/>	
Child's home address:		Postcode:
Are you moving to a new address?		Yes <input type="checkbox"/> No <input type="checkbox"/>
New address:		Postcode:
Date of move:		
Child's current school:	Is your child still attending? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Address of school:		
Does your child have an Education, Health and Care Plan? Please attach a copy to your form		Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your child looked after (LAC) or were they previously looked after until adopted or made subject to a child arrangements or special guardianship order?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, which was the placing local authority?		
Does the child live with someone other than parents or close relatives (this information may be shared with other council services)		Yes <input type="checkbox"/> No <input type="checkbox"/>
Section 2 – Reason for application (please tick all that apply to your family)		
I/my partner is a serving member of the regular UK Armed Forces with a posting to the area		
I/my partner is a Crown Servant returning from overseas		
Moving to Newcastle from another area of the UK What date are you moving?		
Moving to Newcastle from another country What date are you moving?		
Leaving private education		
Leaving elective home education		
Other reason (please explain)		

Section 3 – Your details										
Title (Mr, Mrs, Miss etc.)			Surname			First name				
If you have ever been known by a different surname, what is that name?						Date of birth				
National Insurance number or NASS number NI – 9 digits, 2 letters, 6 numbers, 1 letter NASS – first 9 numbers										
Your address:						Postcode:				
Telephone number:			Email address:							
What is your first language?										
This information is in case we need to contact you with an interpreter or translate important documents.										
What is your relationship to the child (for example mother, father)										
Do you have parental responsibility for the child?						Yes <input type="checkbox"/> No <input type="checkbox"/>				
Parent 2 details										
Title (Mr, Mrs, Miss etc.)			Surname			First name				
If you have ever been known by a different surname, what is that name?						Date of birth				
National Insurance number or NASS number NI – 9 digits, 2 letters, 6 numbers, 1 letter NASS – first 9 numbers										
Parent 2 address:						Postcode:				
What is their relationship to the child?										
Does parent 2 have parental responsibility for the child?						Yes <input type="checkbox"/> No <input type="checkbox"/>				
Are there any Court rulings that determine which carer has the legal authority to make a school application?						Yes <input type="checkbox"/> No <input type="checkbox"/>				
If there is a Court Order stating who can make an application, we can only process an application from that person.										

We will only discuss this application with you, but if you want us to share information with other people, including support worker, you can provide the name of another person.

Title	First name	Surname
Is this person a:	Family member <input type="checkbox"/> Support worker <input type="checkbox"/> Friend <input type="checkbox"/>	
If support worker, which organisation do they work for?		
What is this person's email address?		
What is this person's telephone number?		
Please ensure you complete section 4 and 5		

Section 4 – School preferences

Please list your preferred schools; Put the school you want most as preference 1. **We strongly advise you apply to a school with published vacancies. See www.newcastle.gov.uk**

School preference 1

Name of school				
Reason for applying	Medical		Please provide evidence	
Faith evidence should be sent to the school. Medical evidence to the local authority	Faith		Catholic	
			Church of England	
			Other (name)	
	Brother or sister (sibling) in the school		Name	
			Date of birth	

School preference 2

Name of school				
Reason for applying	Medical		Please provide evidence	
Faith evidence should be sent to the school. Medical evidence to the local authority	Faith		Catholic	
			Church of England	
			Other (name)	
	Brother or sister (sibling) in the school		Name	
			Date of birth	

School preference 3

Name of school				
Reason for applying	Medical		Please provide evidence	
Faith evidence should be sent to the school. Medical evidence to the local authority	Faith		Catholic	
			Church of England	
			Other (name)	
	Brother or sister (sibling) in the school		Name	
			Date of birth	

School preference 4

Name of school				
Reason for applying	Medical		Please provide evidence	
Faith evidence should be sent to the school. Medical evidence to the local authority	Faith		Catholic	
			Church of England	
			Other (name)	
	Brother or sister (sibling) in the school		Name	
			Date of birth	

Section 5 – Additional information

This information is used to make sure the application is completed correctly

I am a refugee	
I am an asylum seeker	
I am from a Gypsy, Roma or traveller background	
My child is homeless	
My child lives in a refuge	
My child is a young carer	
My child has special educational needs, a disability or medical condition but does not have an EHCP (please provide some detail)	
My child has a current Child in Need (CIN) plan, or has previously been on a CIN plan which has been closed in the last 12 months (please confirm which local authority)	
My child has a current Child Protection (CP) plan, or has previously been on a CP plan which has been closed in the last 12 months (please confirm which local authority)	
There is a Court Order which states my child must live with someone who is not their parent e.g. Special Guardianship Order, Child Arrangements Order (please provide a copy)	
My child has had fixed term exclusions in the past year (please provide number of exclusions and length)	
My child has been permanently excluded once	
My child has been permanently excluded more than once	
My child is attending alternative provision. If yes, which setting and why	
My child is returning from the criminal justice system	
My child has been studying for GCSEs or other studies for external examinations.	
These are the subjects and examination boards	

Are you applying for school places for any other children currently? If so, please provide their full names and dates of birth below:

Parental declaration

- I confirm I have parental responsibility for this child and/or the agreement of all persons with parental responsibility.
- I confirm that the information on this form is correct and that I have read and understand the in-year guidance.
- I understand that my child must be able to take up the allocated school place within ten school days and that the place may be withdrawn if they do not.
- **All relevant supporting information relating to the application is enclosed or will be sent to the school if faith evidence.** I understand if all evidence and information is not provided the application cannot be considered on these grounds.
- I understand my child may be taken through Newcastle City Council's Fair Access Protocol if s/he meets the criteria.
- I give Newcastle City Council permission to check my eligibility status for Free School Meals with relevant benefit providers and hold my details to make further checks if necessary

Parent or carer signature _____ Date ____/____/____

Please submit your child's application and supporting evidence by one of the following:

Email to: admissions.information@newcastle.gov.uk

You can drop the complete form off at a school who will send the form to us or hand it in at a customer service centre such as the City Library (ask for a receipt). **Please note that you cannot hand in applications or evidence at the Civic Centre.**

Post to: Admissions & Information,
Civic Centre,
Newcastle upon Tyne NE1 8QH

Data protection and security

The General Data Protection Regulation came into force on 25 May 2018. We will process your application in line with Newcastle City Council's data privacy notice. For further information on how we use and store your information or for a copy of the privacy notice, please see <https://www.newcastle.gov.uk/your-council-and-democracy/open-data-and-access-to-information/data-protection/our-data-protection-policy>