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| **Primary School In-Year Application Form**  **For Infant, Junior & Primary School places in the 2025/26 academic year** |  | Adm_btp |

* Please read the form carefully and complete all sections so that your application can be processed.
* Please read [Apply for an In-year School Place - West Berkshire Council](https://www.westberks.gov.uk/inyear-school-admissions)
* Application forms will not be processed more than 6 school weeks in advance of your requested start date.
* If your child is offered a school place, they must start within 6 school weeks of the offer or the offer will be withdrawn.
* **On this form you can apply for any infant, junior or primary schools within West Berkshire except for Englefield CE Primary School.**
* **Please return the application by email to** [admissions@westberks.gov.uk](mailto:admissions@westberks.gov.uk) so that we receive your form without delay. If this isn’t possible send to The School Admissions Team, West Berkshire Council, Market Street, Newbury, RG14 5DL

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| **If your child has an Education Health & Care Plan (EHCP)?** | You need to contact the Special Educational Needs Team to change your child’s school. Telephone: 01635 519713 if you live in West Berkshire. **please do not complete this application.** |

**What to think about before applying to change school.**

Moving a child to another school is a very serious step to take. It can affect a child in many ways. It is important to consider whether a transfer is really the best option. If you are requesting a change of school that is not as a result of a house move, before making a definite decision to transfer to another school, you should think very carefully and talk about the issue with your child’s present school. Before deciding to move a child to another school, please consider the following information carefully:

**Pastoral Care**

The extent to which the new school can meet the child/young person’s individual needs.

**Achievement**

On average, statistics show that school moves lower examination results.

**Behaviour**

It can be helpful for a child who is presenting challenging behaviour to move to a new school. However, this is normally only where the behaviour is linked to the existing school.

**Peer group / friends**

If there are difficulties consider if these would be resolved by a school move?

**Transport**

Schools set their own start and finish times. You need to consider the implication of these on your child and in relation to your personal day-to-day schedule.

**Section 1 – Applicant’s details**

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| **Parents Name:** | | **Title: Initial: Last Name:** | | | |
| **Are you the child’s legal guardian?** | | | | **Yes/No** | |
| **Relationship to Child (examples: Mother, Father, Foster Parent, grandparent, social worker):** | | | |  | |
| If you have a private fostering arrangement, please provide the details in the accompanying email/letter. | | | | | |
| **Address:** |  | | | | |
| **Contact telephone numbers:** | | |  | | |
| **Email** (only complete if you are happy to communicate this way): | | | | |  |

**Section 2 – Child’s details**

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| --- | --- | --- | --- | --- | --- |
| **Child’s First Name:**  (Full Legal Name) |  | | **Child’s Last Name:**  (Full Legal Name) |  | |
| **Child’s Gender:** |  | | **Child’s Date of Birth:** |  | |
| **Child’s home address (where the child lives), if different to the applicants:** | |  | | | |
| **If the address is different to yours, please provide the details of why you are making the application:** | | | | | |
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| **permanent home address:**     * The child’s permanent home address is very significant in the admissions process because the address is used to determine how places will be offered in oversubscribed schools. | | | | | |
| * ‘Permanent home address’ is defined in full in each school’s admission policy. The policy for West Berkshire Community and VC schools is available here in the [School Admission Arrangements - West Berkshire Council](https://www.westberks.gov.uk/school-admission-arrangements) | | | | | |
| * Temporary addresses for example, staying with friends or family when you retain another address cannot be used. | | | | | |
| * Where parental responsibilities are shared, please provide the details separately. | | | | | |
| * If information provided by applicants is fraudulent or intentionally misleading and a school place is offered, **that place will be withdrawn and can be withdrawn even if a child has started at the school.** | | | | | |
| * **Is the address stated for the child their permanent home address:** | | | | | Yes or No |

**Section 3 – Information relevant to the application**

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| What date would you like your child to start or change schools? | | | |  | |
| What is the name and address of your child’s current school? | |  | | | |
| What is the name, address and last date of attendance of your child’s previous school if your child is not currently registered in a school? | |  | | | |
| If your child is not registered in a school, have you registered as electively home educating (EHE) with your Local Authority? | | | | | (Yes) or (No) |
| Is your child subject to a child protection plan? | | | | | (Yes) or (No) |
| Does your child receive support from CAMHS or have they been referred? | | | | | (Yes) or (No) |
| Does your child have English as an additional language? | | | | | (Yes) or (No) |
| Are you applying for a year group outside of your child’s normal age range? | (Yes) or (No) | | If yes please complete: <https://www.westberks.gov.uk/media/59763/Out-of-year-in-year-request-form/doc/Out_of_year_request_form_-_In_year_admissions.docx?m=1729250271507> | | |
| Are you applying or have you recently moved from overseas? | (Yes) or (No) | | If yes, Parents will need to show their passports and the child’s passport. Contact Admissions. | | |
| Is this child currently undergoing Assessment towards a possible ECHP? | (Yes) or (No) | | You need to be aware that changing schools may disrupt this process. Please contact the Special Educational Needs team to discuss. Telephone: 01635 519713 | | |

**Section 4 – Fair Access**

West Berkshire Council and schools within West Berkshire are required to create and agree a fair access protocol to ensure that children without a school place are allocated to one as soon as possible. The protocol must also ensure that no school is asked to admit a disproportionate number of children with challenging behaviour.

**It is important to consider whether a transfer is really the best option.**

**Behaviour**

It can be helpful for a child who is presenting challenging behaviour to move to a new school. However, this is normally only where the behaviour is linked to the existing school. If strategies to help a child have already been put in place these can be disrupted by a school move. This can lead to further difficulties. It is usually better for the child if the family work with the existing school to help to address and resolve any difficulties.

**Peer group / friends**

If there are difficulties, consider if these would be resolved by a school move?

There could be similar issues, even in a new school. It is often better to work with the existing school to address matters. Moving a child away from an established peer group may adversely affect achievement.

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| Have you contacted the school or schools you are applying for? We recommend that you do. | | (Yes) or (No) |
| Have you contacted your child’s current school to discuss how changing school might impact your child’s education? We recommend that you do. | | (Yes) or (No) |
| **Your child’s current school (if within West Berkshire) will be notified when the application is received.** | | |
| Has this child been permanently excluded from a school in the last 2 years? | | (Yes) or (No) |
| Was your child permanently excluded from the last school attended? | | (Yes) or (No) |
| Has your child received any fixed term exclusions in the last year? | | (Yes) or (No) |
| If you answered yes to the above question, please indicate how many and what types of reasons were provided for the exclusion/s. |  | |
| Does your child have low school attendance? | | (Yes) or (No) |
| Has your child changed school in the last 2 years by way of a managed move? | | (Yes) or (No) |
| Are there child protection issues the admissions team and school need to be aware of? | | (Yes) or (No) |
| Does your child receive additional support in their current school? | | (Yes) or (No) |
| Has your child been placed on a part-time program within the current school? | | (Yes) or (No) |

**Section 5 – Your reasons for making an in-year application**

**Please select as appropriate:**

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| Moving to a new location | (Yes) or (No) |
| Unhappy with current school | (Yes) or (No) |
| Bullying in current school | (Yes) or (No) |
| Behavioral difficulties | (Yes) or (No) |
| Has your child’s current school advised you that changing school would be in your child’s best interests? | (Yes) or (No) |
| Returning from elective home education | (Yes) or (No) |
| Now ready for mainstream education having been placed in a pupil referral unit or I-College. | (Yes) or (No) |
| If you answered yes to the above question, has the head of the current establishment agreed that the child is ready for mainstream education? | (Yes) or (No) |
| Child is currently missing education | (Yes) or (No) |

**Section 6 – Preferred Schools**

* Admission Authorities publish admission policies with over-subscription criteria to prioritise applicants.
* You only need to apply for 1 school if that is your choice, particularly if you know there are spaces available. We have made room for you to apply for up to 4 schools in case you need to.

**List the schools in your preferred order:**

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| **First preference School name:** |
| **Reasons for choosing this school:** |
| **Second preference School name:** |
| **Reasons for choosing this school:** |
| **Third preference School name:** |
| **Reasons for choosing this school:** |
| **Fourth preference School name:** |
| **Reasons for choosing this school:** |

**Questions that relate to the school admission criteria:**

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| Is this child currently in care or accommodated by a local Authority?  If yes, provide the LA name and attach confirmation: | (Yes) or (No) |
| Was this child previously in care or accommodated by a local Authority and immediately after was subject to adoption, child arrangements order or special guardianship order?  If yes, provide the LA name and attach confirmation: | (Yes) or (No) |
| Was this child in state care outside of England, looked after by a public authority, a religious organization or another provider of care whose sole purpose is to benefit society and has since been adopted.  If yes, please specify the details and you will need to provide some supporting documentation with this application. | (Yes) or (No) |

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| Are you applying due to medical or social grounds? | | | (Yes) or (No) |
| If you are and the school have the criterion in their policy, you need to supply evidence to meet the criterion. | | | |
| Are you applying under the school staff criterion? | | | (Yes) or (No) |
| If yes, for which school: | | | |
| Does your child have a brother or sister attending any preferred school?  (Brother or sister may also mean step/foster sibling and children of the parent or carer’s partner living in the same family unit.) | | | (Yes) or (No) |
| Sibling’s name | Sibling’s date of birth | Does the sibling live at the same address? | |
|  |  | (Yes) or (No) | |
| Are you applying for a Catholic School due to your faith?  (Catholic schools have supplementary forms to complete which cover all faiths, not just the catholic faith) You need to contact the schools for a form to meet the criterion. | | | (Yes) or (No) |

**Section 7 – Declaration**

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| I understand that school admission authorities reserve the right to verify the information given on this form. Any offer of a place will be on the basis that the information is accurate and up to date. If a school place is offered and the information supplied is fraudulent or deliberately confusing the offer will be withdrawn even if the child has started at the school. **I confirm that the information I have provided on this form is correct.**  **I also understand that my child’s current school may be contacted.**  **Name of applicant: Date:** |

**Privacy Notice:** Our Privacy Notice explains more about how we use the data you give us in this form.  You can read it online at [www.westberks.gov.uk/pnadmissions](http://www.westberks.gov.uk/pnadmissions)