

IN-YEAR SCHOOL PLACE APPLICATION FORM

Applying for an in-year transfer to an Oxfordshire school during the 2021/22 academic year

Please read the notes carefully before completing this form.

Please complete in CAPITAL LETTERS

Please post this completed form to:

The Admissions Team, County Hall, New Road, Oxford, OX1 1ND

Or photograph/scan and email to:

admissions.schools@oxfordshire.gov.uk

Office Use Only

Date Received

ONE

SECTION 1: Child's details

Legal Surname		First Name			
If your child is known by a different surname, please state it here		Middle Names			
Address		Male or Female			
		Date of Birth			
		Day	Month	Year	
	Postcode				

Your child's current or most recent school or provision	
If this provision is not in Oxfordshire, please tell us address and contact details	

SECTION 2: Parent (Applicant) details

Name(s) of parent / carer living at home address in Section 1	(Title Prefix, e.g. Mr/Mrs/Miss/Ms etc)		
Relationship to child			
Email address			
Home telephone number		Alternative telephone number (e.g. mobile)	

Name(s) of other person with parental responsibility for the child in Section 1	(Title Prefix, e.g. Mr/Mrs/Miss/Ms etc)		
Address (if different from address in Section 1)			
Relationship to child			
Email address			
Home telephone number		Alternative telephone number (e.g. mobile)	

Child's Name

SECTION 3: Your preferences

Use the boxes below to list up to four schools you would like your child to attend.. Put the school you would most like your child to attend first in the list. If you know the code for the school, please write it in the boxes provided.

First (1st) Preference School				School Code No.	Office Use
<input type="text"/>				<input type="text"/>	<input type="text"/>
If your child has any older brothers or sisters attending this school, please give their name(s) and date(s) of birth here	Name	<input type="text"/>	Name	<input type="text"/>	
	DoB	<input type="text"/>	DoB	<input type="text"/>	
Reasons for your preference. You can use Section 4 if you need more space				<input type="text"/>	
<input type="text"/>				<input type="text"/>	

Second (2nd) Preference School				School Code No.	Office Use
<input type="text"/>				<input type="text"/>	<input type="text"/>
If your child has any older brothers or sisters attending this school, please give their name(s) and date(s) of birth here	Name	<input type="text"/>	Name	<input type="text"/>	
	DoB	<input type="text"/>	DoB	<input type="text"/>	
Reasons for your preference. You can use Section 4 if you need more space				<input type="text"/>	
<input type="text"/>				<input type="text"/>	

Third (3rd) Preference School				School Code No.	Office Use
<input type="text"/>				<input type="text"/>	<input type="text"/>
If your child has any older brothers or sisters attending this school, please give their name(s) and date(s) of birth here	Name	<input type="text"/>	Name	<input type="text"/>	
	DoB	<input type="text"/>	DoB	<input type="text"/>	
Reasons for your preference. You can use Section 4 if you need more space				<input type="text"/>	
<input type="text"/>				<input type="text"/>	

Fourth (4th) Preference School				School Code No.	Office Use
<input type="text"/>				<input type="text"/>	<input type="text"/>
If your child has any older brothers or sisters attending this school, please give their name(s) and date(s) of birth here	Name	<input type="text"/>	Name	<input type="text"/>	
	DoB	<input type="text"/>	DoB	<input type="text"/>	
Reasons for your preference. You can use Section 4 if you need more space				<input type="text"/>	
<input type="text"/>				<input type="text"/>	

If you are applying for any of the above schools because you will be changing address, you should tell us when you expect your address to change and list the new address in the space below (if you have not already told us in Section 1 or 2 above). You will need to provide proof of the new address.

New address from

New Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	Postcode <input type="text"/>

Child's Name

SECTION 4: Extra Information

Does your child have an Education, Health & Care Plan ?	YES/NO	If so, which Authority maintains this Statement/Plan?	
Is your child 'looked after' or previously 'looked after' by a Local Authority?	YES/NO	If so, please give the name of your child's social worker and the Authority	
Are you moving as a new posting as Service or Crown Servant personnel?	YES/NO	If so, please give date of your move	
Is your child eligible for Service Pupil Premium (SPP)?	YES/NO	If so, you will need to provide evidence	
You can use this space to give further reasons for any of the preferences you have listed in Section 3. These can include philosophical reasons, reasons relating to your religion or that of your child, or reasons which you think are relevant to one or more of the published admissions rules for the school			

SECTION 5: Additional information for Own Admission Authority (OAA) schools

Some schools will want to see proof that your child is of a particular faith and/or has been baptised. You should provide a copy of your child's baptismal certificate. If you attach it to this form, the Council will forward it to all relevant schools on your behalf

My child is of the following faith/denomination		
My child has been baptised	On (date)	
	At (location)	

Some schools have a supplementary form which you should also fill in and provide to the school concerned to complete your application. If you attach it to this form, the Council will send it to the school on your behalf.

My child is a child of a member of staff who works at the school (name of school and name of staff member)	
Does your child have a disability as defined in the Equality Act 2010? Or does your child (or your family) have exceptional medical or social needs? You will need to provide written evidence from the appropriate professional person involved with your family	YES/NO Further Information:
Is your child eligible for Pupil Premium (including Service Families Premium)? This is relevant for admissions to The Swan School and/or St Edburg's Church of England School	YES/NO

Child's Name

SECTION 6: Information and Declaration

Please read the important information below and the declaration before you sign and date.

- The co-ordinated in-year admissions scheme allows for a maximum of one school to be offered to the child whose details are in Section 1.
- Subject to the availability of places and the application of the over-subscription criteria for the preferred school(s), the preference(s) listed in Section 3 will be complied with and a place at the highest preferred school will be offered (unless this is not possible because there are no places available or there is a greater number of applicants that have a higher priority for a place using the admissions rules).
- If a place cannot be offered at any preferred school(s), and the child lives in Oxfordshire and does not have a secure school place and/or needs a school offer, a place will be offered at the nearest available school with a place instead.

Please note that, if you deliberately give false information, we may withdraw your child's offer of a school place

- All the information I have given on this form is correct to the best of my knowledge.
- I understand that I am giving my consent that Oxfordshire County Council can process the information in this form for admissions purposes and can share it with other agencies and admissions authorities for admissions purposes only.
- I understand that Oxfordshire County Council will keep this information securely and that any agency or admissions authority that receives this information for admissions purposes will also keep this information securely.
- I understand that Oxfordshire County Council will securely destroy this form no later than August 2023.
- I understand that Oxfordshire County Council will keep an electronic record of the content of this form until August 2028, after which time the electronic record of the content of this form will be destroyed.
- I understand that I have the right to request the electronic record of the content of this form to be deleted before August 2028.
- I understand that I can request a copy of the electronic record that Oxfordshire County Council holds about the application that has been made on behalf of the child whose details are in Section 1 before August 2028.

(Tick to confirm you have read and agree to these statements)

Signature

Date