



**SCHOOL ADMISSIONS BLACKPOOL COUNCIL
CHILDREN ADULT AND FAMILY SERVICES DEPARTMENT
CONTACT TEL NO: 01253 476510 / 476637 / 476446
In-Year School Admissions Application Form**

OFFICE USE ONLY

1 (NTA)		2 (ADDRESS)		3 (OTHER)	
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The information provided on this form will be used by Blackpool Council to assist us in processing your application. Information may be shared with other internal departments providing services to children and young people in Blackpool. No information will be shared with external partners or organisations without you or your child's (if over 13 years-of-age) prior agreement.

PLEASE ONLY COMPLETE THIS FORM IF YOU ARE RESIDENT WITHIN THE BOUNDARY OF BLACKPOOL (i.e. PAY COUNCIL TAX TO BLACKPOOL) SEE GUIDANCE NOTES

PART 1: YOU & YOUR CHILD'S DETAILS

Please give details of all children of school age below:

	1	2	3	4
Child's Legal Name				
Child's Chosen Name				
Date of Birth				
Year Group				
Male / Female				
Child's first language if not English				

Your Title:

Mr / Mrs / Ms / Miss (Please delete as required)
Other (please specify):

Your Full Name:

Date of Birth:

Current Address:
See part 4 – Proof of address

Date moved into or moving to this address

Relationship to Child: Mother Father Grandparent Foster Carer Other

Do you hold Parental Responsibility?

 Yes No

If no, please explain why you are applying for a school place

Telephone Numbers:

Mobile: Home: Work:

E-mail Address:

PART 2: PUPIL BACKGROUND

If your child(ren) are Looked After by a Local Authority (in care), please provide the name of their social worker and a contact telephone number:

Please state any other Agency your child(ren) has involvement with (but is not in care as above):

Please advise us if any child has Special Educational Needs? Tick relevant box.

Child's name	Full Statement of SEN	Under Formal Assessment	School Action Plus	School Action

Please give details of any specific medical problems for each child e.g. diabetes?

Child's name	Details of Medical Condition

If any of your children have been excluded from school, please give details below:

Child's name	Number of Permanent Exclusions	Number of days and occasions of Fixed Exclusions	Reasons

Name and date of birth of any child not yet of school age:

PART 3: WHY ARE YOU APPLYING?

To help us process your application, can you please tick the box below that best describes the circumstances that have led you to be applying for a school place:

We are moving/have moved to Blackpool, and my child does not currently have a place within a Blackpool School

PLEASE COMPLETE PART 4

My child currently has a place within a Blackpool School, but we wish to apply for another school due to a change of address

PLEASE COMPLETE PART 4

My child currently has a place within a Blackpool School, but we wish to apply for another school for reasons other than a change of address

PLEASE COMPLETE PART 5

PART 4: APPLICATION DUE TO CHANGE OF ADDRESS OR NEW TO BLACKPOOL

Previous Address:

Post Code:

PLEASE NOTE THAT YOU ARE REQUESTED TO PROVIDE PROOF OF YOUR NEW ADDRESS WITH THIS APPLICATION. Proof could include Tenancy Agreement or solicitor's letter confirming purchase of property. Alternatively, a photocopied council tax statement or utility bill (for example Water, Gas or Electric bill) is acceptable. Please note that we can not accept Mobile Phone Bills.

YOUR APPLICATION MAY BE DELAYED IF PROOF IS NOT PROVIDED

	Primary	Secondary
Current school or most recent school attended details (Name and Address):	<input type="text"/>	<input type="text"/>

Post Code:

Tel Number:

EVERY APPLICANT MUST NOW COMPLETE PARTS 6 & 7

PART 5: APPLICATION FOR REASONS OTHER THAN A CHANGE OF ADDRESS

Current Blackpool School details (Name and Address):

Post Code:

Tel Number:

Please give details of the reason(s) why you are applying for another school below:

Have you discussed this application with your child's current school? Yes No

Please indicate with whom by entering name:	Headteacher	<input type="text"/>
	Deputy Headteacher	<input type="text"/>
	Head of Year	<input type="text"/>
	Other School Officer	<input type="text"/>

EVERY APPLICANT MUST NOW COMPLETE PARTS 6, 7 & 8

PART 6: YOUR PREFERENCES:

Please state below which primary or secondary schools you would prefer your child (ren) to attend. If you do not want the same primary or secondary school if applying for more than one child, please indicate in the box below. All your preferences will be considered equally. However, if more than one school can offer a place, your highest ranked school will be allocated. It is strongly recommended that you state three schools. If you only state one preference and we are unable to offer a place at that school, then the Authority will allocate the closest school to your home address that has availability.

Preferred Primary School (in order of preference. Please see notes on P5 about Catholic or C of E Schools):

Please state your reasons why you are requesting these schools

1st		
2nd		
3rd		

Preferred Secondary School (in order of preference. Please see notes on P5 about Catholic or C of E Schools):

Please state your reasons why you are requesting these schools

1st		
2nd		
3rd		

Please provide details if you are making alternative arrangements for your child's education or require different primary or secondary schools for one or more of your children.

PART 7: DECLARATION:

I/WE CERTIFY THAT THE INFORMATION GIVEN ON THIS FORM IS CORRECT

Parent/Carer Signature: Date:

THIS SECTION IS FOR THE HEAD TEACHER OF THE CHILD'S CURRENT BLACKPOOL SCHOOL TO COMPLETE, and is compulsory for parents/carers applying for a place in a Blackpool school for reasons other than a change of address or new to Blackpool

Please sign below to confirm that you are aware an application has been made for the above pupil.

Headteacher: Date:

Can you provide any further information that would assist in the processing of this application?

PART 8: RECEIPT AND SUBMISSION OF APPLICATION:

PLEASE RETURN THIS COMPLETED FORM TO: **SCHOOL ADMISSIONS TEAM
CHILDREN ADULT AND FAMILY SERVICES DEPARTMENT
PROGRESS HOUSE, CLIFTON ROAD
BLACKPOOL FY4 4US**

SECTIONS BELOW FOR OFFICE USE ONLY:

RECEIPTING OFFICER		Official Stamp and Initials
DATE		
ISSUING CENTRE		

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In Year Admission Application Receipt

<p>Please retain this slip as proof of submission.</p> <p>Information on status of this application can be obtained by contacting the School Admissions Team Telephone Numbers: 01253 476510 / 476637 / 476446</p>	Official Stamp and Initials
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Parent/Carer Name:

IF YOU ARE APPLYING FOR A VOLUNTARY AIDED CHURCH SCHOOL PLACE, PLEASE READ THE ADDITIONAL SHEET SUPPLIED WITH THIS APPLICATION FORM, COMPLETE ANY RELEVANT INFORMATION AND RETURN TO THE ADDRESS ABOVE WITH THE MAIN APPLICATION

ADDITIONAL SHEET: Application for a Church Primary School:

If you are applying for a Voluntary Aided Church school, you should complete a Supplementary Information Form (SIF) as well as this application. If the school is oversubscribed, a failure to complete the SIF may result in your application for a place in the school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess your faith commitment/membership. The SIF is available from the school **and must be returned direct to the school.**

IF YOU ARE APPLYING FOR A PLACE IN A CATHOLIC PRIMARY SCHOOL, PLEASE COMPLETE THE FOLLOWING:

Is your child a baptised Catholic? Yes No

If your child is NOT a baptised Catholic you may wish to provide additional information in the space below about why you are seeking a place at a Catholic primary school, for example, one or both parents are Catholic. Continue on a separate sheet if necessary.

IF YOU ARE APPLYING FOR A PLACE IN AN AIDED CHURCH OF ENGLAND PRIMARY SCHOOL, PLEASE COMPLETE THE FOLLOWING:

What faith do you belong to?

If you attend a place of worship please state which one, and provide the name and address of the Faith Leader:

ADDITIONAL SHEET: Application for a Church Secondary school:

If you are applying for a Governors' or Foundation Place at **ST GEORGE'S SCHOOL, A CHURCH OF ENGLAND BUSINESS AND ENTERPRISE COLLEGE**, please read the school's admissions policy very carefully. If you wish for your application to this Church school to be considered **against the faith criteria** (Governors' and Foundation Places only), you should also complete the SIF. If the school is oversubscribed, a failure to complete the SIF may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the worship attendance. The SIF is available from the school and should be **returned direct to the school.** **If you are applying for Open Place at the school, there is no requirement to complete the SIF.**

If you are applying for **ST MARY'S CATHOLIC COLLEGE**, please tick the appropriate box:

Is your child a baptised Catholic? Yes No

Please note the school will require a copy of your child's Baptismal Certificate if he/she is baptised in **another faith** or attends a **non-catholic** primary school. **Please send this direct to the school.** If your child is NOT a baptised Catholic you may wish to provide additional information in the space below about why you are seeking a place at this Catholic secondary school, for example, if the child is undergoing a course of instruction leading to being received into the Catholic Church. Continue on a separate sheet if necessary.

Blackpool Council

School Admission - Notes for Guidance

Moving to a new school is an important step for all children. It can affect children in many ways and a decision to change school should be given careful consideration.

There are occasions when a change of school is essential e.g. for families who have relocated to Blackpool.

In situations where a school move is not absolutely essential all parents are strongly urged to carefully consider the implications for their child.

All applicants for in year admissions to Blackpool schools have the right to express up to three school preferences. These will be considered equally by the Local Authority (LA) in liaison, where necessary, with Lancashire County Council. A single offer of a school place will be made to each applicant.

Applications for Blackpool Schools are only valid if they are made on Blackpool's in year application form IAP 0910. If you live in Lancashire you must contact School Access on 01524 581112, even if you wish to apply for a Blackpool School.

WHAT SHOULD I CONSIDER?

When you are considering a change of school for your child you should take the following into account.

Curriculum - this is especially important for secondary aged children, and particularly for those in Years 9, 10 or 11. A new school may not necessarily be able to exactly match a child's existing curriculum commitments.

Achievement - on average statistics show that school moves lower examination results.

Behaviour - only in exceptional circumstances will a move to another school be in the best interest of a child who is presenting challenging behaviour.

If strategies to assist 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 these may not be resolved by a school move. Similar issues could arise, even in a new school. Again 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.

Timing - a change of schools during the school year can disrupt a child's education if they are already in the middle of a specific piece of coursework.

Uniform - schools set their own uniform requirements and a change in school may have an implication in terms of uniform costs.

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.

OFFERS FOR SCHOOL PLACES

Blackpool Council co-ordinates all in year school admissions i.e. new to area and school transfers between Blackpool Schools. The Local Authority is responsible for admission to all community and voluntary controlled schools. The Governing Bodies of voluntary aided (faith) and foundation (trust) schools are responsible for admissions to their schools.

Blackpool Council will liaise with Lancashire County Council (LCC) as necessary in relation to each application.

Only offers from the Local Authority are valid. Offers made by schools (staff in schools) are not legally valid. A school place can only be accessed after confirmation of an offer by the Local Authority.

The Local Authority will endeavour to issue offers within 10 school days of receipt of an in year application form (subject in some cases to accuracy checks and the availability of relevant background information).

If a school place is offered and this is then found to have been based upon inaccurate or misleading information then it may be withdrawn. This can apply even where a child has started at the school.

If offers for more than one of your preferred schools are possible then the single offer will be for the one which you prioritised highest on your application.

If none of your preferred schools can be offered then an alternative offer will be made (unless the child already has a place at a nearby school). You will be advised about your rights of appeal.

SUPPLEMENTARY INFORMATION FORMS (SIFs)

Voluntary aided and foundation (trust) schools may have a Supplementary Information Form (SIF) which allows the school's Governing Body to assess applications against certain criteria within their admission arrangements. It is not always necessary for parents to complete a SIF. If this is appropriate you will be given the option. It is not a legal requirement but the lack of a SIF may lower the priority of an application.

FAIR ACCESS PROTOCOL (FAP)

FAP operates outside of the normal in year admission arrangement.

The Local Authority will carefully examine individual applications and in liaison with schools will determine if they fall within the agreed FAP for that locality.

FAP places can be offered at Lancashire secondary schools even where a school is full in the required year group (subject to quotas agreed with schools).

CHILDREN IN PUBLIC CARE (CHILDREN LOOKED AFTER - CLA)

Children who are in public care have top priority for admission to Blackpool schools. In some cases the preferred school (s) may already be full and places cannot normally be offered. The Local Authority will, however, look at each CLA application and determine if discretion is possible (in liaison with other admission authorities where necessary). Discretion cannot however, compromise the requirements of class size legislation in

primary school infant classes (reception, year 1 and year 2).

STATEMENTS FOR SPECIAL EDUCATIONAL NEEDS (SEN)

In year applications for children with full statements for SEN are dealt with separately (outside of the normal in year arrangements). These will be referred to the Statutory Assessment Team who will liaise with the family and other professionals involved about a school place for your child.

APPEALS FOR SCHOOL PLACES

If none of your preferred schools can be offered an alternative offer will always be made (unless the child already has a place at a nearby school). The LA will also issue appeal information and an appeal form.

If you are unhappy with any school offer you can appeal for any other school (s) which at that time have no available places. Information and advice is available from The School Admissions Team. Parents are advised to visit an offered school prior to going to appeal.

FOR FURTHER INFORMATION ON SCHOOL ADMISSIONS

Please contact the School Admissions Team (see contact details on the application form).

<p>In year admission applications must be returned to the School Admissions Team.</p>
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