

Date received

ID Number:

**IN YEAR ADMISSIONS**  
**NORTHUMBERLAND COMMON APPLICATION FORM**  
**PARENT TO COMPLETE AND RETURN TO SCHOOL ADMISSIONS**

Any queries please contact:

The School Admissions Team,  
 County Hall, Morpeth NE61 2EF  
 Telephone: 01670 624889  
 Fax: 01670 626134

Email: [schooladmissions@northumberland.gov.uk](mailto:schooladmissions@northumberland.gov.uk)

Please refer to the guidance notes included when filling in this form, or for further information visit our website: [admissions.northumberland.gov.uk](http://admissions.northumberland.gov.uk)

**PLEASE NOTE:** All sections must be completed as fully as possible or the form will be returned. It is essential that the reasons for the transfer request and previous school details are given.

**Details about your child:**

Child's Full Name: _____	Date of Birth: _____
Any Other Surnames Used: _____	Boy/Girl: _____
First language of child: _____	Does your child speak English? Yes / No
Home Address: _____	

**Details about you:**

Your name: Mr / Mrs / Miss / Ms _____
Your relationship to the child: _____
Who has parental responsibility for the child? _____
<b>Contact Details:</b> Tel No: Day: _____ Evening: _____
Mobile: _____ Email address: _____
Does anybody else, who does not live at the above address, have parental responsibility for the child?
Yes / No (If yes please confirm that you both agree to the school move and provide contact details below?)
<b>Contact Details:</b> _____

**Information about your child:**

Is the child:	<input type="checkbox"/>	In Public Care	<input type="checkbox"/>	A Traveller Child	<input type="checkbox"/>	Permanently Excluded
	<input type="checkbox"/>	An Asylum Seeker	<input type="checkbox"/>	A Refugee	<input type="checkbox"/>	A Carer*
	<input type="checkbox"/>	Forces Family	<input type="checkbox"/>	Privately Fostered	<input type="checkbox"/>	<b>None of these</b>

\* Does your child help care for a family member in the home?

<b>Please indicate your preferred start date here:</b>		<b>Year Group requested:</b>		
<b>School Preferences:</b> Please list which schools you would like to apply for in order of preference:				
1. _____				
2. _____				
3. _____				
<b>Please give details of any siblings who are already attending or will be attending this school.</b>				
Surname:	Forenames	Date of Birth	Gender	Address (if different to child applying)

**Current School:**

**Please fill in the details of your child’s current school or the school that they last attended:**

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town / County: \_\_\_\_\_ Name of Headteacher \_\_\_\_\_

Tel No: \_\_\_\_\_

Date child started: \_\_\_\_\_ Date child last attended: \_\_\_\_\_

**Reason for Transfer:**  **We have moved house**

Old Address: \_\_\_\_\_

New Address: \_\_\_\_\_

Date of Move: \_\_\_\_\_

You may be asked for some documentary evidence of your move. Examples: Solicitors Letter, Exchange of Contract, Tenancy Agreement, Tax Credits, Child Benefit, Council Tax bill or Utility bills.

**Other reason for transfer (please state below)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Further details about the transfer.**

If you are applying for a transfer from another Northumberland school because your child is having problems with the current school:

Have you met with your child's Head Teacher, class teacher or Head of Year? Yes  No

Persons Name: \_\_\_\_\_ Date: \_\_\_\_\_

Any issues raised: \_\_\_\_\_

Have you met with the following to help you? Please tick and give details:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Social Services           | <input type="checkbox"/> Parent Partnership | <input type="checkbox"/> Chair of Governors          |
| <input type="checkbox"/> Education Welfare Officer | <input type="checkbox"/> Behaviour Support  | <input type="checkbox"/> other (please state): _____ |

Persons Name: \_\_\_\_\_ Date: \_\_\_\_\_

Any issues raised: \_\_\_\_\_

**Other Schools attended:**

*Please list any other schools that your child has attended in the last 3 years:*

School Name: \_\_\_\_\_ Town: \_\_\_\_\_

Attended from: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

.....  
School Name: \_\_\_\_\_ Town: \_\_\_\_\_

Attended from: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Have you checked your child's eligibility for free school meals?

Telephone: 0345 600 6400 Online: [www.northumberland.gov.uk/fsm](http://www.northumberland.gov.uk/fsm)

**Other details about your child:**

Does your child have a special education need? YES / NO

If the answer is **YES**, please give us further details about their education needs and what support they are currently receiving at school.

\_\_\_\_\_  
\_\_\_\_\_

Does your child have a Statement of special educational need or an Education Health and Care Plan (EHCP)? YES / NO

Are there any other agencies involved with your child? YES / NO

Social Worker's Name and Telephone Number: \_\_\_\_\_

Education Welfare Officer's Name: \_\_\_\_\_

Special Needs Officer's Name: \_\_\_\_\_

**IMPORTANT:** Is there anyone who **should not have access** to information about your child? \_\_\_\_\_

**Other information:**

Is there any other information you want to tell us?

**Declaration**

I certify that the information, which I have given, is correct. I also give permission for you to contact any relevant agencies to confirm that the information specified on this form is correct. I consent to Northumberland County Council processing the information detailed in this form. I understand that this will be used by the company for its administration purposes and my consent is based upon Northumberland County Council complying with the Data Protection Act 1998.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Upon signing and submitting the application form you have deemed to have accepted the policies of each school, as set out in the school prospectus.**

**Data Protection Act 1998**

Under the terms of the Data Protection Act 1998 we must tell you of the following: By signing this form you are giving your consent for Northumberland County Council to use your data. The data that you provide is collected for the purposes of the admissions process. In addition some of the information may also be used to improve other services within the Council and other related Government agencies. It may be (a) cross referenced against information held by the Council to validate your application (b) used for any other purpose associated with the Council discharging its functions and may be shared with other public bodies or (c) used to detect fraudulent applications and detect incorrect offers of school places. This form may be shown to an appeal panel if it is necessary to hold an appeal. We may also use the information you provide for monitoring and statistical research purposes, although you will not be identifiable from this.

## Common Application Form

### In Year Admission Form

This application form should only be completed if you are **resident in Northumberland or be in the process of moving into a Northumberland address.**

Only one form should be completed for each child and it should be completed in **black ink and in block capitals.**

**This form should be completed even if your child has a statement of Special Educational Needs or an Education Health and Care Plan (EHC) or is currently undergoing a Statutory Assessment.**

#### IMPORTANT

**In our Admissions Handbook you will find advice on admissions and details of Schools and Academies in Northumberland. You should read this advice together with the admission arrangements for the schools you are interested in and the notes attached to this form, before you fill in this form. You can find information about applying for school places on our website [admissions.northumberland.gov.uk](http://admissions.northumberland.gov.uk) or you can obtain a handbook from the School Admissions Team, County Hall, Morpeth, NE61 2EF.**

#### NOTES FOR COMPLETION OF COMMON APPLICATION FORM

1. Please provide the address at which your child is normally resident. If you have shared residency for your child provide an explanation of how the shared arrangements work in practice.

If you are intending to move into Northumberland you are advised that it is essential to provide evidence of removal e.g. a solicitor's letter confirming the exchange of contracts and the date of legal completion or tenancy agreement longer than 6 months.

2. For the purpose of admissions, siblings are deemed to be brothers and sisters, step brothers and sisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings.
3. You may name up to three schools, please note that Northumberland County Council will only offer your child a place at one school.

When we are able to offer a place at more than one of the schools you have named, we will offer the school you have ranked highest on your list (with 1 being the highest). If we are unable to offer you a place at any of the schools on your list, we will offer you a place at the nearest available school.

4. When we are unable to offer a place at a preferred school, you have the right to appeal against this decision to an independent appeal panel.
5. Catchment areas can change so you should make sure that you know which catchment area you live in. If you choose to apply for a non-catchment area school, you should be aware that you are unlikely to be eligible for transport. (Please refer to the Northumberland County Council home to school transport policy at [admissions.northumberland.gov.uk](http://admissions.northumberland.gov.uk) for further information).
6. Local Authorities and schools must make reasonable adjustments to ensure that the needs of disabled pupils are met. The Admissions Code defines disability as a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities. If you feel that your child falls into this category, please provide details in a letter along with this form. Please note that the information you provide will not be used to decide which pupils are offered places. We need the information only to allow us to make any necessary preparations or adjustments at the school concerned.
7. Northumberland County Council has no obligation to find an alternative school for children who are not resident in Northumberland and who are unsuccessful in obtaining a place in a Northumberland school.