



School Admissions Team,
Swindon Borough Council
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Swindon In-Year Admission to School Application:

If your child currently attends a Swindon School - Please complete this form and visit your child's current school and ask the Head Teacher to sign this form. Please note that the information you provide on this form will be shared with the Head Teacher of the School where your child is currently on roll and relevant officers within the LA. Completion of this form does not guarantee your child a place at your preferred school. **Please note that the Local Authority allow 3 school weeks in which to process applications. In some instances this may take longer**

1. CHILD'S DETAILS

You should enter the child's legal name as it appears on their birth certificate (or adoption certificate) unless their name has been changed legally.

Legal Forename(s)	<input type="text"/>	Legal Surname	<input type="text"/>
Date of Birth	<input type="text"/>	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Current Home Address	<input type="text"/>		

Is the child resident in the United Kingdom? Yes No

2. APPLICANT DETAILS

Details of the adult(s) responsible for applying for the school place

First Parent/Carer living at permanent address

Title	<input type="text"/>	Initials	<input type="text"/>	Surname	<input type="text"/>
Relationship to Child	<input type="text"/>				
Home Telephone:	<input type="text"/>	Work Telephone or Mobile	<input type="text"/>		
Email Address:	<input type="text"/>				

Second Parent/Carer

Title	<input type="text"/>	Initials	<input type="text"/>	Surname	<input type="text"/>
Relationship to Child	<input type="text"/>				
Home Telephone:	<input type="text"/>	Work Telephone or Mobile	<input type="text"/>		
Address, if different from above	<input type="text"/>				

2. EDUCATION HISTORY

Please give details of the current/last school attended.

If the last school your child attended was not in this country, we will need to see your child's passport. Please take this application and passport to Swindon Direct (One Stop Shop) (address above) to be copied

School	<input type="text"/>		
Telephone No	<input type="text"/>	Date Leaving / Left	<input type="text"/>
Previous Schools (last 5 yrs)	<input type="text"/>		

To help us make sure your application is dealt with appropriately and efficiently please complete the following

Is the child in the care of the Local Authority?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Local Authority Name	<input type="text"/>	
Social Worker	<input type="text"/>	
Contact Number	<input type="text"/>	

Does your child have a Statement of Special Educational Needs?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has your child been permanently excluded?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

If yes provide details

Has your child a brother or sister (including stepbrothers and sisters living in the same family unit) who attends a Swindon School? YES NO

Child's Name	<input type="text"/>
School	<input type="text"/>
Date of Birth	<input type="text"/>

Does the child speak English at home? YES NO
Does your child speak any other language? YES NO
(please specify)

Language

Office Use Only
Catchment

Process Period

4. MOVING ADDRESS

Is your application being made because of a recent or planned change of address?

YES NO

If **NO**, please go to Section 5. If **YES** please complete the questions below as appropriate.

Please note that you will need to provide documentary evidence of the house move for your application to be considered on your new address. If you are not living within Swindon and do not have a confirmed move to Swindon you should apply to the authority where you currently live

Have you recently moved to your present address as shown overleaf?

YES NO

Future address
(if not yet moved)

Expected move date

Copies of documentary evidence confirming your recent or forthcoming move will be required. If you do not supply any of the documentation, we will consider your application using the address which the Admission Team have on record.

Are you enclosing documentary evidence?

YES NO

Solicitor's letter

Tenancy agreement

Utility Bill

Council Tax Bill

5. PREFERRED SCHOOLS

- Please indicate below which school(s) you would like your child to attend in order of priority. You should include all schools you are applying for including any Voluntary Aided (VA), Foundation or Academies. You can also provide your reasons for applying to your preferred school(s) in the section below.
- Some VA/Foundation schools may also require a supplementary information form to be completed so that the request for a place can be considered under their admissions criteria. If you are applying for a VA/Foundation School please contact the school directly about any supplementary information form requirements they may have. Any Supplementary Information Forms should be returned to the particular VA/Foundation School.
- If the school you are applying for is not within Swindon please indicate the Local Authority within which the school is situated
- If you have already applied for a school place for your child, you will need to contact School Admissions in order to confirm the order of your preferences before the application can be considered

Preferred School(s) Name and Address	Reasons
1st preference Local Authority:	
2nd preference Local Authority:	
3rd preference Local Authority:	

If applying for a VA or Foundation school which requires a Supplementary Information form, please confirm this has been sent to the school

YES NO

6. HEAD TEACHER SIGNATURE

*If your child is currently attending a **Swindon School**, please take the application form to be signed by the current Head Teacher*

I am aware of this application and it has been discussed with me

Signed

Date

7. DECLARATION

Please sign and date below

You should note that the offer of a school place can be withdrawn by the Local Authority even if your child has started school, if, at a later date, it is established that the place was offered on a basis of false information. If false information is provided your application will be void and you will be required to submit a further application. In fairness to all parents the Council reserves the right to request documentary evidence of the genuineness of the family address, and, if this is not produced, the Council reserves the right to make its own enquiries with, for example, the Council Tax Offices and other authorities.

Data Protection Act 1998 The information that you have given on this form will be used for the purpose of processing your application for a school place for your child. The information may be shared with other Council Departments for the purposes of verifying the accuracy of the application and if you are also applying for a school outside of Swindon, with Local Authorities and schools in their area.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided as part of this application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I confirm that the above information is correct.

Signature

Date