

Application for an in-year primary or secondary school place 2008-09

Please complete this form after reading the guidance notes at the end of this form and the school admissions booklet 2008-09.

1) Child's details

<i>See note a</i>	Legal surname	
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<i>See note a</i>	Surname known as (if different)	
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<i>See note a</i>	First name/s	
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<i>See note a, and mark child's gender with a 'x'</i>	Male		Female		Date of birth using the dd/mm/yyyy format eg 05/09/1998	
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<i>See note b</i>	Address	
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<i>See note b</i>	Postcode	
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<i>See note c</i>	Present/previous school	
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2) Parent/carer details (1)

<i>See note d</i>	Title (please specify if Mr/Mrs/Miss/Ms/Other)	
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<i>See note d</i>	Surname	
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<i>See note d</i>	First name/s	
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What is your relationship to the child?	
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<i>See note d</i>	Home phone		Work phone	
<i>See note d</i>	Mobile phone		Email	
Is your address the same as the child's?		Yes		No
If no, please give your address details.				

Parent/carer details (2)

<i>See note d</i>	Title (please specify if Mr/Mrs/Miss/Ms/Other)			
<i>See note d</i>	Surname			
<i>See note d</i>	First name/s			
What is your relationship to the child?				
<i>See note d</i>	Home phone		Work phone	
<i>See note d</i>	Mobile phone		Email	
Is your address the same as the child's?		Yes		No
If no, please give your address details.				

3) Other information

Please give the names of any other children who attend one of your preferred schools and live at the address shown in section 1 above.

<i>See note e</i>	Child's name	Date of birth	School attending
<i>See note e</i>			
<i>See note e</i>			
<i>See note e</i>			
<i>See note e</i>			

4) Your preferred schools

Please note that the law allows you to express a preference rather than 'choose' your child's school.

See note f	First preference	
See note f	Second preference	
See note f	Third preference	
See note f	Please indicate when you require the school place	

Additional information

See note g	Please state any special reasons for your preference (eg medical grounds, special educational needs, and/or other family circumstances).	
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If you are sending independent evidence to support your application, please put clearly your child's full name and date of birth at the top of each page. Then send it to the address given on p.4 of this form.

See note h	Please place an 'X' in this box if you are sending any additional information to support this form by post (eg. a letter from your doctor).	
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5) Signature

Signature of parent/carer (1) See notes d and h		Date using the dd/mm/yyyy format eg 05/10/2008	
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Signature of parent/carer (2) <i>See notes d and h</i>		Date using the dd/mm/yyyy format eg 05/10/2008	
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(The person signing this form **must** have parental responsibility)
Please place an 'X' against the appropriate statement:

I confirm that all the information on this form is correct and that I have parental responsibility for the child named in section 1 "Child's details". I understand that the authority reserves the right to verify the information I have supplied and that any offer of a place based on fraudulent information will be withdrawn.	
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We confirm that all the information on this form is correct and that we have parental responsibility for the child named in section 1 "Child's details". We understand that the authority reserves the right to verify the information we have supplied and that any offer of a place based on fraudulent information will be withdrawn.	
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<p>Please return this form to :</p> <p>The Admissions Team Children's Services Department PO Box 4 County Hall St Anne's Crescent Lewes BN7 1SG</p>

UGuidance notes

These notes are intended to help you to fill in the application form. However, we recommend that you read the booklet 'Applying for a school place for your child 2008-2009' before completing the form.

Before completing the form, you may wish to consider:

- whether you want to visit any school before making up your mind. If you do, please contact the school concerned.
- several alternative schools, in which case, have you thought about how your child will get to school and the possible costs involved? Details of the circumstances where the County Council is prepared to help with transport is given on pages 18-21 of the booklet.
- any special reasons for wanting your child to go to one school rather than another. For example, does your child have a particular medical condition? If so, you may wish to obtain a letter from your family doctor which explains the situation. This may be important in reaching a decision on your request to see if your application falls within category (2) of the criteria. (See page 13 of the booklet).

Applications for places in established year groups:

Parents should note that the County Council is not able to hold places open at any school for children seeking a transfer or for those moving into the area.

If you are moving house, the authority may require verification of your new, permanent address. (See page 11).

Please ensure you give us the following information when filling in the form:

- a) Your child's full name and their date of birth and put an X in the box to indicate whether your child is a boy or a girl. Please note that the Admissions Team will use your child's legal surname.
- b) Your child's home address. This must be the place where your child mainly lives on a regular basis.
- c) The name of the school that your child attends or where they last attended if they are not currently in school.
- d) Your full name, and if you wish, your telephone number(s) and email address. Please tell us your relationship to the child. For example, "mother". The person who signs the application form must have parental responsibility for the child. If you are uncertain of your parental status you can ask the Admissions Team for advice. Their telephone number is: 01273 481000. **If your address is different from that given in the child's details, please give us your address under 'Additional information'.**
- e) The names and date of birth of all other school-aged children in the family living at the address you have given in 1b and the name of the school they attend.
- f) You may enter up to three preferences and you should list these in your order of priority (see the section 'Applying for a school place' which starts on page nine of the school admissions booklet). Please also indicate when the school place is required; if no date is given then it will be assumed that you want the place straight away.
- g) any special reasons, including medical reasons, for your preference. Attach to the application form any letters in support of your request.
- h) Please check that the information you have given us is correct and then sign and date the form.

When you have entered all the necessary information please return the application form to the Admissions Team, Children's Services, PO Box 4, County Hall, St Anne's Crescent, Lewes BN7 1SG.

The Children Act 1989

Under the terms of the Children Act 1989, married parents or the unmarried mother of a child automatically has parental responsibilities. Other people, including unmarried fathers, step-parents, cohabitees, grandparents and other relations, and foster carers, may acquire parental responsibility in a variety of ways, such as being granted a residence order which automatically confers parental responsibility on the applicant(s).

Data Protection

The personal information that you have provided may be held on computer systems at schools/colleges and at Children's Services. More information about the purposes for which this information may be used, including the general arrangements for running schools/colleges as well as the provision of support services to pupils, students and their parents can be found on page 93 of the admissions booklet. These uses of personal information are covered by registrations under the Data Protection legislation, under which you have the right to obtain a copy of the information we hold about you.