In-Year Admission to School

Common Application Form

For children applying for a school in Derby City Local Authority Area

Please return this form to: Admissions, The Council House, Corporation Street, Derby, DE1 2FS



## CHILD DETAILS

Child’s name

Date of Birth

Gender

Telephone Number

Email Address

Address

Post Code

## PRESENT SCHOOL/PREVIOUS SCHOOL\*

\*please delete as appropriate

## PARENT/CARER DETAILS

Title Mr ⬜ Mrs ⬜ Miss ⬜ Ms ⬜ Mx ⬜ please **tick** appropriate box

Please print name in CAPITAL LETTERS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Relationship to the child – please state** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have parental responsibility for this child Yes ⬜ No ⬜

Is the child looked after or in the care of a local authority Yes ⬜ No ⬜

Has the child previously been care or adopted

If yes is selected proof may need to be supplied

Yes ⬜ No ⬜

If ‘yes’, by which authority?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Does the child have a Statement of Special Educational Needs Yes ⬜ No ⬜**

## PLEASE LIST THE SCHOOLS YOU PREFER

1

2

3

If you wish to confirm your catchment area school please phone 01332 642725

Sibling name Date of Birth School

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Reasons for changing school – use additional sheets if necessary

Is there any other information the preferred school should know about your child?

Do you/your child speak and understand English Yes ⬜ No ⬜

Has your child been excluded/secluded from school for more than 4 days in the last 6 months?

Yes ⬜ No ⬜

If ‘Yes’ when was the last exclusion issued?

When did your child last attend school?

**Declaration:**

I confirm that the above named child is permanently resident at the address stated. I certify that the information given by me on this form is complete and true and I understand that the council/other admission authorities will take such steps as they consider necessary to verify the same. This may mean contacting your present or previous school. I note that misleading or fraudulent information could result in the withdrawal of any offer of a school place.

SIGNED: DATE:

 **How is your information used?**

The information that we collect will be used primarily so that we can allocate School Places to our Children and Young People; but also, to ensure that Children, Young People and their Families are receiving any necessary support in order to maintain their school place, and ensure that any barriers to learning are removed or minimised. Information may also be used to identify families with multiple and complex needs under the National Troubled Families Programme, ensure they are receiving the most appropriate services and monitor the effectiveness of these services.

**Who will your information be shared with?**

The information that you provide may be shared with other departments in the Council (such as Educational Welfare, Children's Social Care and/or Early Help Service, Vulnerable Learners Service, Inclusion Service, Family Information Service, SENDIASS, New Communities Support, Democratic Services, Youth Support Services and Business Intelligence). This is so that we can support and safeguard our Children and Young People. Your information will be shared with schools in order to allocate places, and with the NHS, so that a School Nurse can be allocated. Your information will also be shared with the Department for Education (DfE), the Ministry for Housing, Communities and Local Government (MHCLG) and Ofsted, because we have a Legal duty to do so.

For further information about how your personal information will be used, please visit www.derby.gov.uk where you can see a full copy of our Privacy Notice. Alternatively, you can request a hard copy from the Admissions Service by telephoning 01332 642730 or emailing Admissions@derby.gov.uk