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| FOR ADMISSIONS OFFICE USE ONLY | INITIALS | DATE |
| Received at Admissions Office |  |  |
| Scanned/saved on receipt by Office Services |  |  |
| Folder checked by Admissions Officer |  |  |

IYA/WSCCMA

IN-YEAR APPLICATION FORM (WSCC MANAGED ADMISSIONS)

ONLY USE THIS FORM TO APPLY FOR SCHOOLS WHERE WEST SUSSEX COUNTY COUNCIL MANAGE IN YEAR ADMISSIONS (all community and controlled, and some church/voluntary aided or foundation schools, academies and free schools). Please note that you can apply online at [www.westsussex.gov.uk/](http://www.westsussex.gov.uk/)admissions and you will get an instant acknowledgement that your application has been submitted.

Please read the guidance notes before completing this form. You may also be asked to complete the school’s Supplementary Information Form.

N.B.To apply for a place at a school which manages its own admissions please use the school’s own application form. See the notes for a list of these schools.

Please complete all boxes in parts 1 and 3 (and part 2 if needed) and return this form to:

Email: [admissions.north@westsussex.gov.uk](mailto:admissions.north@westsussex.gov.uk) or post to Pupil Admissions Team, County Hall North, Chart Way, Horsham, RH12 1XH for Crawley, Horsham and Mid-Sussex

Email: [admissions.south@westsussex.gov.uk](mailto:admissions.south@westsussex.gov.uk) or post to Pupil Admissions Team, Centenary House, Durrington Lane, Worthing, BN13 2QB for Adur, Arun, Chichester and Worthing

We may need to contact your child’s previous school(s) for records on your child’s educational history. This will be used to decide if your child should be considered under the Fair Access Protocol, which identifies applications for vulnerable children and those with potentially challenging behaviour.

**Part 1: To be completed for all applicants**

**Your application may be delayed if not completed in full.**

**Child’s Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Child’s legal  last name: |  | | Child’s  first names: |  |
| Male/Female: | | Date of birth: | Current Year Group: |  |
| Child’s Current Address: | | | New Address and date of move, if applicable:  **Please provide proof of new address** – a signed tenancy agreement or exchange of contracts letter. | |

**Preferred Schools – You are advised to visit schools before expressing a preference**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Name of Preferred School | | Reason for Preference | | |
| 1 |  | |  | | |
| 2 |  | |  | | |
| 3 |  | |  | | |
| Requested date of admission: | | | | | |
| Are there any siblings currently attending the preferred school? | | | | Yes | No |
| If yes please list their name(s), date of birth and home address below: | | | | | |
| Name(s) | | Date of Birth | Address | | |
|  | |  |  | | |

**If your preferred schools are full do you require an alternative offer to be made?**

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| --- | --- | --- |
| If your preference schools are full, will your child stay at their current school or would you like us to make an alternative offer (this would be the catchment school or, if that is full, the nearest school to your address with a space available)? | **Yes** – please offer an alternative school place | **No** – my child will stay at their current school |
|  |  |

**Fair Access Protocol (FAP)**

This information is needed to assess whether your child should be admitted to a school under the FAP. This could include placement in a school which is full but may not be a preferred school. In order to support your child and schools, the Admission Authority is required to participate in the FAP and have a process for ensuring that pupils who may be vulnerable, or find a school setting challenging, are offered a suitable school place as quickly as possible.

If any of the following apply please provide details, and/or supporting evidence, in addition to this form:

a) Children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the Protocol;

b) children living in a refuge or in other Relevant Accommodation at the point of being referred to the Protocol;

c) children from the criminal justice system

d) children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education

e) children with Special Educational Needs (but without an Education, Health & Care Plan), disabilities or medical conditions

f) children you are carers

g) children who are homeless

h) children in formal kinship care arrangements (As evidenced by either a child arrangement order not relating to either birth parent or a special guardianship order).

i) children of, or who are, Gypsies, Roma, Travellers, Refugees and Asylum Seekers

j) children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol in accordance with paragraph 3.10 of this Code;

k) children for whom a place has not been sought due to exceptional circumstances (West Sussex has agreed that this will be for children where an Attendance Order has/is being served).

l) children who have been out of education for 4 or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered and this has not been accepted;

**Most recent school attended**

**Parents should think carefully before requesting a change of school that is not related to a change of address. Parents are encouraged to discuss their application fully with the current school to see if any issues or concerns can be resolved.**

|  |  |  |  |
| --- | --- | --- | --- |
| School name | School address, phone number & email address | Dates attended | |
| From (mm/yy) | To (mm/yy) |
|  |  |  |  |

**Permanent exclusion from school**

If your child has been permanently excluded from one or more schools, please provide details below:

|  |  |  |
| --- | --- | --- |
| School name | School address, phone number & email address | Date of permanent exclusion |
|  |  |  |
|  |  |  |

**Children Looked After**

(please complete this section if the child is currently Looked After by a Local Authority)

|  |
| --- |
| Responsible Social Worker’s name: |
| Contact telephone number: |
| Responsible Authority: |
| Contact numbers for current placement (if appropriate): |

**Previously Looked After Children now Adopted in the United Kingdom (or became subject to a residence order or special guardianship order) immediately from care.**

|  |
| --- |
| Local Authority responsible for Adoption (or residence order or special guardianship order): |
| Proof of Adoption (or residence order or special guardianship order) please supply copy of court order: |
| Date of Adoption (or residence order or special guardianship order): |

**Children in state care outside England who ceased to be in state care as a result of being adopted.**

|  |
| --- |
| County: |
| Please confirm details of relevant authority, social worker/contact details. |
| Date of Adoption |

Parents wishing to apply in any of the categories below must send relevant information and documents to the Pupil Admissions Office by e-mail or recorded delivery mail. This must be received by the relevant application deadline. Details about the criteria and supporting information required is in the Information for Parents booklet and on the website.

* Exceptional & compelling grounds
* Special Guardianship Order without previously being in Local Authority care
* Child of a member of staff at the school

**Part 2: GCSE Options – Only complete this part for pupils requiring places in Years 9, 10 and 11**

Please state the subjects your child is studying at their current school.

* Please note that a new school may not offer these courses or have spaces in the classes where they do.
* As far as possible, children should not move school in Years 9, 10 and 11 in order to complete their GCSE courses.
* Please check the courses offered, by contacting your preferred school before expressing your preferences.

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| **Subject** | **Exam Board** |
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**Part 3: to be completed by all applicants**

**Your application may be delayed if not completed in full.**

**Private fostering**

If you are caring for someone else's child for more than 28 days, you do not have parental responsibility for them and you are not a relative such as a grandparent, brother, sister, uncle or aunt (whether full blood, half blood or by marriage or civil partnership) or step-parent, you may be private fostering. It is a legal requirement that you contact West Sussex County Council on: 01403 229900 or email: MASH@westsussex.gcsx.gov.uk

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| Are you privately fostering this child? | Yes | No |
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| **Parental Declaration**  In submitting this application to West Sussex County Council I confirm that I am the parent of this child under Section 576 of the Education Act 1996 and that all the information given is legal and true. I have read the Information on the website and understand that I must notify the council of any change in my circumstances. I understand that any offer of a place made as a result of this application may be withdrawn if I give false information or fail to notify the council of any changes.  I understand that the information, including contact details, I have provided will be used to allocate school places, and will be shared with other LAs with whom the child may become associated, the DfE and other officers in the County Council. It will be shared with the allocated school to facilitate transition arrangements.  I understand the authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form 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.  The West Sussex County Council (WSCC) Pupil Entitlement Team use personal data in line with the West Sussex County Council Privacy Policy. WSCC respects your privacy and is committed to protecting your personal data. We comply with the Data Protection Act 2018 and the General Data Protection Regulations EU 2016/679) (GDPR). For further information, see our general Privacy Policy on our website. A paper copy of the Privacy Notices, including the Privacy Notice for Pupil Entitlement, can be provided upon request.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work/Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |