**School Admissions Bulk Application Form**

**2023-24**

We would recommend that you read the relevant Parents’ Guide and Admissions Arrangements policies, which are available on our website at [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions).

You can apply for any school regardless of whether the school is located inside or outside North Somerset. If you have any queries, please contact the School Admissions Team on 01275 884078 or email [admissions@n-somerset.gov.uk](mailto:admissions@n-somerset.gov.uk).

If you live outside North Somerset please contact your home Council for the correct application form. **You must apply through your home Council**.

**1. Intake**

Please tick which bulk intake you are applying for:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Intake** | **Year** | **Child date of birth range** | **Closing Date** |  |
| Reception | 0 | 1 September 2018 to 31 August 2019 | 15 January 2023 |  |
| Infant to Junior | 3 | 1 September 2015 to 31 August 2016 | 15 January 2023 |  |
| First to Middle**\*** | 5 | 1 September 2013 to 31 August 2014 | 15 January 2023 |  |
| Secondary | 7 | 1 September 2011 to 31 August 2012 | 31 October 2022 |  |
| Middle to Upper**\*** | 9 | 1 September 2009 to 31 August 2010 | 31 October 2022 |  |
| UTC**\*** | 10 | 1 September 2008 to 31 August 2009 | 31 October 2022 |  |

***\*North Somerset schools do not have this intake, however schools in other Local Authorities may have.***

**You can apply up to 11.59pm on the closing date.** Online applications can be made by visiting [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions). Alternatively, please complete this form in BLOCK CAPITALS.

**2. Child’s details**

|  |  |
| --- | --- |
| First name(s) |  |
| Last name |  |
| Date of birth |  |
| Gender |  |
| Current home address |  |
|  |  |
| Postcode |  |
| Current school |  |
| Council tax reference |  |

***It is important that the child’s address information is accurate. If any of your preferred school(s) are over-subscribed, the distance between your child’s home address and the school could be used when considering your application. Places gained at a school as a result of a fraudulent application will be withdrawn. If you are moving home, please put the child’s current address above and the details of the new address in section 3.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Does your child have an Education Health Care Plan (EHCP)? | Yes |  | No |  |
| Is the child in the care of a local authority (looked after child)?  ***If yes, then this application MUST be completed and submitted by the child’s social worker.*** | Yes |  | No |  |
| Was your child previously in Care, but then immediately either adopted (including being adopted from abroad), became subject to a Child Arrangements Order\* or a Special Guardianship Order?  ***If ‘Yes’ provide full details on a separate sheet.***  ***\*NB A Residence Order is deemed to be a Child Arrangements Order*** | Yes |  | No |  |
| Is your child a twin or triplet, etc. (one of a multiple birth)? | Yes |  | No |  |
| Is your child a member of a Service or Crown Servant family, who are returning/moving to a new address to take up duties?  ***If Yes provide proof of Posting*** | Yes |  | No |  |

**3. Moving address**

If a change of address happens after the closing date and time (but before the start of term 1), and **independent confirmation is submitted by the closing date and time**, it will be considered in the first round of allocations.

If you are applying after the National Closing Date (late applicants) please submit proof of your moving address before the closing date for the next relevant round of allocations.

Examples of independent confirmation of a change of address are; exchange of contracts with a completion date, a signed tenancy agreement, or for Crown Servants or UK service personnel a letter from the MOD, FCO or GCHQ with a return date and residency area. Please see the relevant Parents’ Guide for more information.

|  |  |
| --- | --- |
| Proposed home address |  |
|  |  |
| Postcode |  |
| Anticipated move date |  |

**4. Applicant details**

Details of the adult responsible for applying for the school place for the child.

|  |  |
| --- | --- |
| Title |  |
| First name(s) |  |
| Last name |  |
| Home phone |  |
| Mobile phone |  |
| Email address |  |
| Home address | please tick if the applicants address is the same as the child’s |
|  |  |
|  |  |
| Postcode |  |

What is your relationship to the child? Are you their:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Mother |  | Father |  | Step-parent |  | Other |  |

|  |  |
| --- | --- |
| If other, please give details: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have parental responsibility for the child? | Yes |  | No |  |

***If you do not have parental responsibility for the child (please refer to the relevant Parents’ Guide) you must provide an accompanying letter from a person with parental responsibility granting you the authority to make the application on their behalf.***

**5. Preference(s)**

Please enter the names, **in order of priority**, of any school(s) within or outside North Somerset that you would like to apply for.

|  |  |
| --- | --- |
| **1st Preference** |  |
| **2nd Preference** |  |
| **3rd Preference** |  |

In order to support your application for a place at your preference school(s) you can select any reasons below. You may tick multiple reasons if they are relevant to your application. **Not all schools have these as part of their over subscription criteria.**

|  |  |  |  |
| --- | --- | --- | --- |
| **6. Reasons** | **1st Preference** | **2nd Preference** | **3rd Preference** |
| My child has a sibling who will be attending the school when my child starts. |  |  |  |
| I believe my child attends a feeder school to this school. |  |  |  |
| I am selecting this school because of our religion. \* |  |  |  |
| I am selecting this school because a parent is a member of staff. \* |  |  |  |
| I am selecting this school because my child qualifies for pupil/service premium. \* |  |  |  |

***\* Please ensure you have checked to see if a certificate, a letter from a Church/religious leader or supplementary form is required, who to submit them to and by when. See the relevant Parents’ Guide for more information.***

**7. Additional reasons** (please specify for which preference)

Whilst you may give reasons for your preference(s), **all school places will be offered using only the published oversubscription criteria.** You can find details of the oversubscription criteria for North Somerset schools in the relevant Parents’ Guide.

If the school you are applying for has an admissions criterion not listed above, that you would like to be considered for, then please also include this here.

|  |
| --- |
|  |

*(Continue on separate sheet if necessary)*

**8. Sibling details**

Please give details if you have an **appropriate** sibling link for any of your preferences. For any North Somerset schools, you should read the relevant Parents’ Guide to see if you have an appropriate sibling link.

|  |  |
| --- | --- |
| First name (s) |  |
| Last name |  |
| Date of birth |  |
| Current school |  |
| Home address | please tick if the sibling’s address is the same as the child’s |
|  |  |
|  |  |
| Postcode |  |

**9. Declaration**

North Somerset Council is registered with the Information Commissioner’s Office for the purposes of processing personal data. The School Admissions service is administrated on behalf of North Somerset Council by our partner Agilisys, who can be contacted on 01275 884 078.

The information you provide will be held and used in accordance with the requirements of UK and European data protection law. The information will form part of your School Admissions account, which will be held until l the child leaves that educational stage (e.g. until they leave primary school, until they leave secondary etc).

Unless otherwise agreed with you, we will only collect the minimum personal data required to deliver the service, which includes child’s name date of birth and home address, applicant name address and contact information. It does not include any special category personal information, or information relating to criminal convictions or offences.

The information will be used for the administration of School Admissions; our statutory duty under the School Admissions Code September 2021 (GDPR Article 6(1)(c)).

We will not use your personal information in a way that may cause you unwarranted nuisance. Failure to provide the information could result in the school application not being processed.

The information provided may be shared with schools, other council departments, other councils, North Somerset Community Partnership and Early Years setting (e.g. pre-schools), who have demonstrated that they have a lawful and legitimate interest in the information. The information will be used for the purposes of processing applications to schools, determining home to school transport entitlements throughout the time the pupil is at the registered setting, verifying the accuracy of the application, processing applications to schools in other councils, delivering School Nursing services, to confirm if an application has been submitted and so that the setting and school can communicate to ensure a smooth transition for your child and to fulfil our statutory duties under the School Admissions Code September 2021. At no point is your data shared or processed outside of the UK.

We may lawfully disclose information to public sector agencies to prevent or detect fraud or other crime, or to support the national fraud initiatives and protect public funds under the Local Audit and Accountability Act 2014. Under the conditions of the Digital Economy Act 2017, we may also share personal data provided to us with other public authorities as defined in the Act, for the purposes of fraud or crime detection or prevention, to recover monies owed to us, to improve public service delivery, or for statistical research. We do not share the information with other organisations for commercial purposes.

You have the right to see the personal data we process about you, as well as the right of objection, rectification, restriction and erasure in some circumstances. For details of how to make such a request, please click [here](http://www.n-somerset.gov.uk/my-council/data-protection-foi/data-protection/sar/).

If you have any questions or concerns about the way we process your personal data, our Data Protection Officer can be contacted at [DPO@n-somerset.gov.uk](mailto:DPO@n-somerset.gov.uk).

I understand that by signing the declaration below I will be confirming that all details given are to the best of my knowledge, correct. I accept that admission authorities reserve the right to withdraw the offer of a school place that has been obtained by providing fraudulent or intentionally misleading information.

I confirm that if any of my preferences are for an own admission authority school, I have read the school’s own admissions policy. I have checked to see if a certificate, a letter from a Church/religious leader and/or supplementary form is required to support my application (to be submitted by the closing time and date for the first round of allocations) and have checked the address where it should be received.

**Please tick if you would prefer to receive your outcome by email instead of by post**

The outcome letter contains your child’s name, address, date of birth and the offered school place (where relevant). By ticking this box, you are accepting full responsibility and liability for the council sending this information via unencrypted and unsecured email. **Please ensure you provide a valid email address in section 4.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

**In order to be considered in the first round of allocations, please submit this form by the closing date and time to** [**admissions@n-somerset.gov.uk**](mailto:admissions@n-somerset.gov.uk) **or post to:**School Admissions Team

North Somerset Council

Town Hall

Walliscote Grove Road

Weston-super-Mare

BS23 1UJ