



Application for 'In-Year' Admission (Other than at the normal point of entry) to a Norfolk Secondary School

Section 1 – Child's Details

Child's Surname	Child's Forename	Male	Female
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date of birth (dd/mm/yy)	Current school year group	Does your child have a Statement of special need?
<input type="text"/>	<input type="text"/>	Yes / No (please circle)

Child's Home Address	
First line of the address:	
District:	
Town / City:	
County:	Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/> Tel No:	<input type="text"/> e mail address @

Name and address of current or last school	
<input type="text"/>	
Name of Year Head	<input type="text"/>

Is the child still attending?	Y / N
If not, what was the last date of attendance at school	<input type="text"/>
Was the child permanently excluded?	Y / N

Section 2 – Parent / Carers details

First name (Mr, Mrs, Miss, Ms)	Surname
<input type="text"/>	<input type="text"/>
What is your relationship to the child?	Do you have Parental Responsibility?
<input type="text"/>	Y / N

Address if different to the child's address.	
First line of the address:	
District:	
Town / City:	
Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>

Section 3 – Additional information requested to ensure that your child is offered an appropriate school place. Please provide the following: -

Languages spoken at home	
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Is the child in public care (looked after by a local authority)	Y / N	
If yes please name the responsible Local Authority below		
Does the child have any siblings of school age	Y / N	
If so, please provide details below		
Name	Date of birth	Current school

If your child is in Year Nine or above and is taking vocational or GCSE subjects, please give a brief description in the box below

Subjects	Type of Course

Section 4 - Your reasons for requesting admission to / or a transfer of school

MOVING: If you have moved or are moving, please complete the following: -

Proposed Norfolk address	
First line of the address:	
District:	
Town / City:	
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Date of Move/ Anticipated Date of move	

Please note: You MUST provide documentary proof of your new address.

Either a copy of a tenancy agreement signed by all parties and arranged through a letting/estate agency (private/informal letting arrangements are not accepted)

Or correspondence from a solicitor confirming that contracts have been exchanged for the sale and purchase of the property

You will be required to provide proof of address / evidence in other circumstances (e.g. when a child changes address)

IF YOU ARE NOT MOVING TO A NEW ADDRESS

(But you have other reasons for requesting admission to / transfer of school)

If you have not moved it is important that you give full reasons why you want to change school. The County Council expects transfers to take place at the beginning of each school term (providing a place is available). **It will only consider applications which are received at this office before: -**

- 31st October for a transfer to take place at the beginning of the spring term (after Christmas)
- 28th (29th) February for a transfer to take place at the beginning of the summer term (after Easter)
- 31st May for a transfer to take place at the beginning of the autumn term (the beginning of a new School year)

Applications received after the specified date will not be considered until the end of the following term.

ONLY ONE APPLICATION for Admission / Transfer can be made each School year unless there is a material change in circumstances which make another application necessary.

When is the place required for: (Date)	
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Section 5 – School Preferences

Please list up to three preferred schools in priority order below:

First Preference (please write the name of your first preference for school)	
	Are you applying on the basis of faith? Yes / No (Please circle) If yes please state your faith.....

Second Preference (please write the name of your second preference for school)	
	Are you applying on the basis of faith? Yes / No (Please circle) If yes please state your faith.....

Third Preference (please write the name of your third preference for school)	
	Are you applying on the basis of faith? Yes / No (Please circle) If yes please state your faith.....

Reasons

You are invited to include additional information (or if you prefer attach separate sheets / documents) in support of your application.

Please note that we may contact your child's current school for further information in connection with your application.

Declaration

I certify that, to the best of my knowledge, the information I have given is correct. I understand that if false information is provided any offers of school places will be withdrawn.

Parent/Carer signature	
Date	

The information collected on this form will be held subject to the Data Protection Act 1998 for the purpose of processing your application for a school place. The information will be shared with schools and other authorities and may be shared with the Passenger Transport Group.

Return this form to: School Admissions, Children's Services **Freepost IH 2076**
County Hall, Martineau Lane, Norwich NR1 2BR

If you have not heard about the outcome of your application within 15 School days of receiving acknowledgement of receipt please contact Children's Services 0344 800 8001

For Office Use Only

Term Application Determined (end of)	Autumn	Spring	Summer	On Receipt
Date:				

Local / alternative schools	availability	SWD