

## In Year School Application

Please complete a separate form for every child that requires a place.

**To be completed by applicant**

**Student Details Form MUST be completed by child's current school if the**

**School is in the UK. Applications will not be processed without this.**

(the whole application must be kept together when passed on to the school).

**PLEASE COMPLETE THIS FORM USING BLOCK CAPITALS**

**REASON FOR YOUR APPLICATION:**

- |   |                          |
|---|--------------------------|
| 1. Moving into Cambridgeshire   | <input type="checkbox"/> |
| 2. Living in Cambridgeshire moving to another address                 | <input type="checkbox"/> |
| 3. Not moving address but wishing to change schools in Cambridgeshire | <input type="checkbox"/> |

**Date you would like the school place from:**

**Section 1 – Your child's details**

Family Name:

Child's First Name(s): Middle

Name(s):

Date of Birth:

DD/MM/YYYY

Year Group:

Male

Female

**NB: If your child is in Key Stage 4 they may lose the work they have already done if they can't study the same exam course / subject at the new school.**

Address where child usually lives:

Postcode

If your child lives part time at another address, please provide details here:

Postcode

How is your child's time divided between the two addresses?

**Please note you must provide evidence of the address your child will be attending school from, by way of a copy of a signed tenancy**

agreement, a copy of exchange of contact with completion date or a copy of utility bill. Your application cannot be processed without this. You do not need to submit proof of address if your child attends a mainstream Cambridgeshire school and you are not moving. Please also ensure that should your child live at two separate home addresses, this form is signed by both parties who hold parental responsibility. PLEASE DO NOT SEND ORIGINALS.

### Details of your child's current school

Name of school	
Address	
Head Teacher	Form Teacher
Year Group	Telephone Number

Is your child currently attending this school?	Yes	No
If <b>NO</b> – what was the last date your child attended this school?		
Please explain how your child is currently being educated:		
Has your child been subject to any of the following:		
<b>MMV</b> – Your child has been subject to a Managed Move	Yes	No
<b>YOS</b> – Your child is returning from the criminal justice system	Yes	No
<b>POL</b> – Your child is known to the Police or any other agency	Yes	No
<b>PEX</b> – Your child has been previously permanently excluded	Yes	No
<b>PRU</b> – Your child is currently attending a Pupil Referral Unit	Yes	No
<b>PRU-I</b> – Your child is currently attending a PRU and is now needing to reintegrate back into mainstream education	Yes	No
<b>ATT</b> – Your child has an annual attendance of less than 70% or legal action has been taken for non school attendance	Yes	No
<b>PEX-R</b> – Your child is at risk of being permanently excluded	Yes	No
<b>OE2</b> – Your child has been out of education for two months or more	Yes	No
<b>GRT</b> – Your child is of the Gypsie, Roma or Traveller community	Yes	No
<b>REF</b> – Your child is a refugee or asylum seeker	Yes	No
<b>HOM</b> – Your child is homeless	Yes	No
<b>CAR</b> – Your child is a carer	Yes	No
<b>SEN</b> – Your child has special educational needs but does not have an Education Health & Care Plan (EHCP)	Yes	No
<b>DIS</b> – Your child has a disability or medical impairment that has a substantial and long-term adverse effect on their ability to carry out day-to-day activities	Yes	No
<b>SPE</b> – Your child has previously attended a Special School?	Yes	No
<b>PPS</b> – You receive support from the Parent Partnership Service?	Yes	No
If you have circled Yes for any of the above options, please give further details below:		

Is this child **Looked After** i.e. in public care / fostered by you, **Previously Looked After**, now adopted, subject to a Residence order or Special Guardianship Order? Yes      No

If Yes, this application should either be completed by the child's Social Worker or you must provide relevant documentation evidencing this.

**Are you privately fostering this child?**

Private fostering is when a child under the age of 16 (or 18 if the child has a disability) lives with someone who is not a close relative (i.e. not their grandparents, aunt, uncle, brother, sister, cousin or step-parents) for 28 days or more unless that person has parental responsibility for them or is a local authority or agency foster care. A private fostering arrangement, whether it is already in place or will be in the future, must by law be reported to the County Council. To notify the County Council of a private fostering arrangement please call 01223 518730.

<b>Section 2 – Your details</b>		
Title: Mr / Mrs/ Miss / Ms / Dr	Initials:	Surname:
Relationship to child:		
Address (if different from child's address in Section 1):		
Contact Tel. No: <span style="float: right;">Mobile No:</span>		
<b>If you wish to receive your school offer by email please provide your address below</b>		
Email address:		
<b>Other adults with Parental Responsibility for the child</b>		
Title: Mr / Mrs / Miss / Ms / Dr	Initials:	Surname:
Relationship to child:		
Address (if different from child's address in Section 1):		
Contact Tel. No: <span style="float: right;">Mobile No:</span>		

<b>Section 3 – Brothers and sisters</b>		
If you have any other children living at the same address as the child in Section 1, please complete this section.		
<b>Name</b>	<b>Date of Birth</b>	<b>School</b>

<b>Section 4 – House moves</b>
If you are moving into or within Cambridgeshire, please state the address to which you will be moving to and the anticipated moving date:
Anticipated moving date:

**Please note:** We cannot allocate a school place based on a new address until contracts have been exchanged and a completion date is known or a lease agreement has been signed on a rented property. Evidence of this must be provided when you submit this form. Your application will not be processed without this.

**Section 5 – Applications from outside the UK / or for children who are accessing education in the UK for the first time**

Nationality

Reason for being in the UK

Date of arrival in the UK

Length of stay in the UK

**Please note:** Proof of the date of birth is required to determine the correct year group for the child to be placed in. This can be in the form of a photocopy of the child's passport or birth certificate. Your application will not be processed without this.

We recommend you visit the following websites to confirm you are aware of the Home Office regulations and laws on state education. <https://www.gov.uk/study-visit-visa> and <https://www.gov.uk/standard-visitor-visa>

**Section 6 – Your preferences for a school**

If you want to apply for a place in a particular school, but you know the school is full, make sure you name it on this form anyway. This will ensure your details are added to any reserve list and you are informed of your right to appeal. Preferences for schools other than within Cambridge Academic Partnership will be sent to the Local Authority Admissions Team for processing.

We strongly advise you to name your catchment area school as one of your preferences. If you choose a school other than the catchment area school or nearest school to your home address you will be responsible for the arrangements and cost of transport.

I wish my child to attend one of the following schools, in order of preference.

1st Preference

2<sup>nd</sup> Preference

3<sup>rd</sup> Preference

**Please tick box if an alternative offer is required if above preferences cannot be met**

Please explain briefly the reasons for your preferences of school:

**Section 7 – I have not moved but would like my child to attend a different school**

You must fill in this section if you have not moved, but would like your child to attend a different school.

**Why do you want your child to move school? Please give as much further information as you can to support your request, using a separate sheet if necessary.**

**Have you discussed the reasons for wanting to move your child to a different school with their current school?**

**YES / NO**

**Who have you talked to at your child's present school?**

**Head**

**Deputy**

**None**

**Head of Year**

**Tutor / Class Teacher**

## Section 8 – Declaration

I understand that:

- Should my child be allocated a place at my preferred school, I will be responsible for transport to and from the school, unless the school is the catchment or designated school for my child's home address and is beyond the statutory walking distance.
- I declare that the information contained in this form is both accurate and up-to-date.
- The information on this form will be held and used by Cambridge Academic Partnership admissions in accordance with the Data Protection Regulations for the purposes of administration of school admissions. We collect your details to process your application for school admissions and may contact you about related school admission and transport issues.

*Further information about how we collect and use data and your rights around this, can be found on our Privacy page on our website: <http://cap.education/statutory/privacy-notice/>.*

- If I am applying for a school in another Local Authority Area this form will be sent to that Local Authority Admission Team for processing.
- If I am applying for a school(s) that is / are their own admission authority, i.e. an Academy, Foundation or Voluntary-Aided School, this form may be sent to them.
- **I can confirm I have provided my child's current school with a copy of this application to enable them to complete and return the Student Details Form (this is not required if you are moving into Cambridgeshire from overseas).**
- **All adults with parental responsibility for the child are in agreement with this application, and understand if a dispute is later raised, this application may be cancelled.**
- I hereby give permission for the information on this form to be shared with the Parent Partnership Service and other relevant officers, where appropriate.

### I confirm that I have:

Signed the form ( <b>all adults with parental responsibility</b> )	
Enclosed copy of proof of address	
Enclosed a copy of passport or birth certificate if required	
<b>Named my child's current school and the Student Details Form is completed by their current school and enclosed</b>	
Named my preferred school(s)	

Signed:	Dated:
Signed:	Dated:

# Administration / Processing of Applications

We aim to operate a fifteen school day turnaround from the date your application is received.

## Admission Team office hours

Monday to Friday 8am to 4pm

### Contact Details

Admissions enquiries: Tel. 01223 271569

Email:

[col-admissions@coleridgecc.org.uk](mailto:col-admissions@coleridgecc.org.uk)

[pks-admissions@parksidecc.org.uk](mailto:pks-admissions@parksidecc.org.uk)

[tru-admissions@trumpingtoncc.org.uk](mailto:tru-admissions@trumpingtoncc.org.uk)

### Admissions

United Learning Cambridge Cluster

Coleridge Community College

Radegund Road

Cambridge

CB1 3RJ

### GDPR Notice:

The information on this form is collected and used in line with GDPR (2018).

The data is used to provide education services, for regulatory and legal purposes (for example child protection and health and safety) and to comply with our legal obligations. For more information regarding the categories of personal data we hold about students and families, why we collect this data and who we may share this data with, please refer to the relevant school's Privacy Notice:

Coleridge - <https://www.coleridgecc.org.uk/about-us/key-information/policies>

Parkside - <https://www.parksidecc.org.uk/about-us/statutory-information/policies>

Trumpington - <https://www.trumpingtoncc.org.uk/about-us/key-information/policies>

The data controller for personal information held by the Cambridge Cluster schools is United Learning Trust (ULT). ULT is registered with the ICO under registration number Z7415170.

The Company Secretary, Alison Hussain, is responsible for ensuring that the Trust complies with Data Protection Law. She can be contacted on [company.secretary@unitedlearning.org.uk](mailto:company.secretary@unitedlearning.org.uk) or 01832 864538.

*If you would like this information in Braille, large print or other languages, please contact 01223 271569 or email:*

[col-admissions@coleridgecc.org.uk](mailto:col-admissions@coleridgecc.org.uk)

[pks-admissions@parksidecc.org.uk](mailto:pks-admissions@parksidecc.org.uk)

[tru-admissions@trumpingtoncc.org.uk](mailto:tru-admissions@trumpingtoncc.org.uk)



