



## IN-YEAR APPLICATION FORM

Please read guidance notes in part 4 before completing this form.

Please complete all boxes and return St Paul's Catholic College, Jane Murray Way, Burgess Hill, RH15 8GA . **Your application may be delayed if not completed in full.**

The school 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

#### 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 address – copy of utility bill or bank statement		**Please provide proof of <u>new address</u> – a signed tenancy agreement or exchange of contracts	

Religion/Denomination (e.g. Roman Catholic)	(e.g. Roman Catholic or 'None')		
Place of Baptism (if applicable)		Date of Baptism (if applicable)	

#### Parent/Carer's Details

Primary Parent/Carer's Name:	Secondary Parent/Carer's Name:
Primary Parent/Carer's Address:	Secondary Parent/Carer's Address:
Primary Parent/Carer's Telephone:	Secondary Parent/Carer's Telephone:
Primary Parent/Carer's Religion/Denomination (e.g. Roman Catholic or 'None')	Secondary Parent/Carer's Religion/Denomination )
Primary Parent/Carer's Email (Please use block capitals)	Secondary Parent/Carer's Email (Please use block capitals)

**Preferred School – you are advised to visit schools prior to expressing a preference**

	Name of Preferred School	Reason for Preference
1		
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	Date of Birth	Address

**Fair Access Protocol:**

**This information is needed to assess whether your child should be admitted to a school under the Fair Access Protocol.** This could include placement in a school which is full. In order to support your child and schools, the Admission Authority is required to participate in the Fair Access Protocol and have a process for ensuring that pupils who may be vulnerable, need a school placement quickly or find a school setting challenging are offered a place in a new school.

**Please tick below if any of the following apply:**

☐

Children attending a Pupil Referral Unit who are ready to be reintegrated back into mainstream education (please confirm that this application has been discussed with the Access and Exclusion Team on 033 022 28543 or 033 022 28547).

☐

Children who have been out of education for longer than one term (please provide details):

☒

Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places:

☐

Children being withdrawn from school by their family, following fixed term exclusions having difficulty finding an alternative school.

☒

Children of refugees or asylum seekers (please provide evidence from the Home Office):

☒

Homeless children (please provide supporting evidence):

☒

Children who have been missing in Education:

☒

Children known to the police or other agencies or returning from the criminal justice system (please provide details):

☒

Children without a school place and with a history of serious attendance problems:

☒

Traveller children (please provide supporting evidence):

☐

Children with special needs but without a statement (please provide details):

☐

Children with disabilities or medical conditions affecting admission (please provide details):

☐ Children of returning UK service personnel or other Crown Servants (please provide supporting evidence of parent's posting):

.....

☐ Children who are carers (please provide supporting evidence):

.....

☐ Any Pupil in Year 11.

.....

**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 the 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

**Parental responsibility**

Does anyone else have parental responsibility? If yes, who:

.....

Are they in agreement with this application?	Yes	No

Please note: The County Council cannot intervene where parents with joint responsibility disagree. Failing to disclose information can result in a delay in offering a school place or an offer made being withdrawn. Offers made to parents who have not disclosed other parties with parental responsibility might be withdrawn.

**Children Looked After or Children Previously Looked After**

**(Please complete this section if the child is, or has been in the past, in Public Care)**

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) after December 2005. Adoptive Children Act 2002**

Local Authority responsible for Adoption:
Proof of Adoption (please supply adoption order):
Date of Adoption:

**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.

Subject	Exam Board

**Part 3 : This part of the form to be completed by CATHOLIC PRIESTS only**

I am satisfied that the child is a baptised Catholic or where applicable has been received into the Church		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Evidence of Practice (where applicable)	Is the child known to you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Attendance at Mass at least once a month in the last year	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please comment only to clarify the Mass attendance above (if appropriate)			
Priest's Name		Parish (or Ethnic Chaplaincy)	
Priest's Signature			
Parish Address		Parish Stamp or Seal	

Telephone		Date	
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### Parental Declaration

I have parental responsibility for this child. By signing this form I confirm that all the information given is legal and true. I understand that any offer of a place made as a result of this application will be withdrawn if I give false information or fail to notify the council of any changes.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Home Tel No: \_\_\_\_\_ Work/Mobile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### Office use only

Date received: \_\_\_\_\_

Considered (by who):

1) \_\_\_\_\_ signed: \_\_\_\_\_

2) \_\_\_\_\_ signed: \_\_\_\_\_

Processed: offered/refused

Correspondence date offer/refusal: \_\_\_\_\_

Start Date: \_\_\_\_\_

Right of Appeal: confirmed

**Please read this guidance before completing the form.**

#### **Part 4: Guidance notes:**

These guidance notes accompany In-Year Application Forms, and should be used to apply for a school place in an established year group in a West Sussex school.

#### **Who manages a school's admissions?**

Information on who manages admissions for a particular West Sussex school can be found at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions) or by ringing the numbers in the useful contact information overleaf. The Procedures for 'In-Year' Admissions can also be found there.

In-Year applications for schools outside West Sussex should be made direct to that school or Local Authority.

#### **Which form do I use?**

- West Sussex Admissions Team manage the applications to Community and Controlled Schools as well as to many own admissions authority schools. This application form is [IYA/WSCCMA](#) and you can express a preference for up to three schools. This completed form should be returned to the relevant office by e mail or post as stated on page 1.
- Some own admission authority schools have opted out of coordination from the local authority and manage their own admissions. To apply for one of these schools you will need to complete form [IYA/SMA](#), on which you can only express a preference for that school. This form needs to be returned to the school that you have named on the form. A list of these schools is at the top of this form, and on the WSCC website. Application forms for schools who manage their own admissions can also be obtained from the school or via their website.
- If you are applying for a combination of schools for whom the Local Authority manage admissions and schools who manage their own admissions, then you need to complete both forms. Some schools, irrespective of who manages their admissions, will also ask you to complete their own Supplementary Information Form (SIF). Information on which schools have a Supplementary Information Form can also be found at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions) or by ringing the schools or the WSCC Admissions helpline (number overleaf). This form enables schools to gather additional information so applications can be considered correctly against their oversubscription criteria.

#### **In-Year applications for Children with a Statement of Special Educational Need?**

Admissions for children with a Statement of Special Educational Need (SEN) are dealt with by the Special Education Needs Assessment Team (SENAT). Please do not apply on this form but contact the SENAT direct at the numbers overleaf.

#### **How long does the process usually take?**

West Sussex County Council aim to process properly completed application forms, which are not being considered under the Fair Access Protocol, within 10 school days. Places cannot be reserved in advance and normally have to be taken-up within 10 school days of being offered. Own admission authority schools are expected to follow similar timescales.

#### **What is the Fair Access Protocol?**

If there are issues concerning school attendance or behaviour the application may be considered under the Fair Access Protocol. This process ensures that pupils who may be vulnerable, need a school placement quickly or find a school setting challenging are offered a place in a new school. This could include placement in a school which is full.

For applications to primary schools, if there are issues concerning school attendance or behaviour, West Sussex County Council will contact you to discuss the application.

For applications to secondary schools, if there are issues concerning school attendance or behaviour, the application may go to the Fair Access Pupil Placement Panel for your area. These panels are held once a month in term time. You will be advised of the date of the next panel and whether any further information is required.

#### **What happens if a school is full?**

Schools can often be full in an existing year group and there can be no guarantee that a place will be available at your preferred school. However, you have the right to apply for any school, even if that year group is full. This is important because it is only by applying for a place that you have access to the waiting list and your legal right of appeal, to an independent panel, for a place over and above the school's admission number. You will be offered your right of appeal in the letter refusing a place at a school.

If you are refused a school place and you have only completed a form for an own admission authority you will need to complete a further form depending on which school (s) you wish to apply to. If you are unsure or need advice please contact West Sussex County Council School Admission helpline.

#### **Further information**

Further information on admissions can be found on the internet at the West Sussex County Council website, [www.westsussex.gov.uk](http://www.westsussex.gov.uk), or on individual school websites. Advice on how to complete the form, telephone information (including places available in **all** schools) and

support is also available every morning from the West Sussex County Council Pupil Admissions Team, as below. General information is available all day from the West Sussex County Council Contact Centre.

**Useful Contact Information:**

**WSSC Admissions Website** – [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)

**WSSC Helpline for Admissions Enquiries/Contact Centre** - Tel. 0845 075 1007

Please ask for:

The North Team for Crawley, Horsham and Mid-Sussex

The South Team for Adur, Arun, Chichester and Worthing

**West Sussex Parent Partnership Service** – Tel. 0845 075 1007

**WSSC Special Educational Needs Assessment Team (SENAT)**

Tel. 01243 752869 for Chichester, Bognor Regis, Midhurst, Petworth

Tel. 01243 752877 for Angmering, Littlehampton, Steyning, Worthing, Shoreham, Lancing, Horsham West

Tel. 01243 752889 for Crawley, Burgess Hill, Horsham East, Haywards Heath, Cuckfield, East Grinstead

**WSSC Access and Exclusion Team**

Fair Access Protocol Enquiries – Tel. 03302 228543 or 03302 228547

**WSSC Education Welfare Advice Line** – Tel. 01403 229023

**WSSC Elective Home Education** – Tel. 03302 228551