

September 2018 application form

Starting school

Year R

This form is to be used only by **Portsmouth residents**



Portsmouth
CITY COUNCIL

School/office use only

Date form received / /

Please read these notes before completing your application form

Please read the appropriate section in the **Information for parents 2018/19** booklet for further details. You can find the booklet online at www.portsmouth.gov.uk/schooladmissions or request a copy from the Admissions Team. If you have any queries regarding your child's application or you would like help completing your form, please contact the Admissions Team via the City Helpdesk on 023 9268 8008.

- **Please read the whole form carefully before making your application to ensure that you complete the appropriate sections. It is essential that your application form is completed correctly.**
- **You can use this form to apply for Portsmouth schools or to a school in another local authority.**
- **If evidence is required to support your application, this must be relevant and returned with your form by the closing date. It is your responsibility to provide the evidence required.**
- **It is essential that your application is received by the closing date of Monday 15 January 2018.** Late applications will not be considered until all applications that were received on time have been considered and allocated places. For exceptions, see page 17 of the Information for Parents 2018/19 booklet.
- **The Admissions Team will acknowledge on time application forms in writing before March 2018.**
- On **Monday 16 April 2018** a letter will be sent out from the Civic Offices notifying you of the outcome of your application. Confirmation will **not** be given over the telephone or by email. **Only parents who have applied online will be notified by email.**

If you have applied to a Portsmouth school, you can either take your application form with supporting evidence to the school to be forwarded to the Admissions Team, or return your application with supporting evidence to the Admissions Team, Portsmouth City Council, Civic Offices, Guildhall Square, Portsmouth PO1 2EA. If you are posting your application by Royal Mail, we advise you to obtain proof of posting. If you hand deliver your application to the Civic Offices, please ask for a receipt.

The closing date for applications is Monday 15 January 2018.

If you would like to discuss the process or need help completing your form, please contact the Admissions Team on 023 9268 8008 - City Helpdesk will be the first point of contact



You can get this Portsmouth City Council information in large print, Braille, audio or in another language by calling 023 9268 8008.

Section 1 – Pupil information

Surname:	Forename:
Date of birth:	Male or female:
Current playgroup, pre-school or nursery:	
Home address:	This address should be the permanent address at which the child is living with his/her parent(s)/carer(s) as of Monday 15 January 2018 . See Information for parents booklet pages 14 to 15 for further information regarding possible change of address during the process, or contact the Admissions Team.
Postcode:	

Section 2 - School preferences

If you would like further advice before completing this section, or help to complete the application, please contact the Admissions Team at the Civic Offices on 023 9268 8008.

- If the school you have applied for is oversubscribed, places will be allocated according to the admission policies published in the **Information for parents** booklet pages 22 to 35 for Portsmouth schools.
- **We strongly recommend to include your catchment school as one of your preferences.**
For information on your catchment area school go to **www.portsmouth.gov.uk/schooladmissions** or contact the Admissions Team.
- It is important that you tick the boxes relevant to your child's application and provide any evidence requested in section 3. If none of the criteria apply, your child will still be considered for a place at your preferred schools. Having criteria for a school is not a guarantee that a place will still be allocated.
- If you are applying for a school in another local authority, you may be required to complete their supplementary form. Please contact the school direct for information.
- If you are not successful in gaining a place at one of your preferred schools, a place will be offered at your catchment area school (**if places are still available**) or the next nearest school to your home with places available.

Preference 1:	Preference 4:
Preference 2:	Preference 5:
Preference 3:	Preference 6:

- **Please state a preference for up to six different schools in your true preference order**
- **Stating the same school more than once will not strengthen your application**

Section 3 – Application assessment

If you are applying for a place at a Catholic primary school (Corpus Christi, St John's, St Paul's or St Swithun's), please complete the enclosed supplementary information form and return with your application.

Please complete any sections that may apply to your application.

- Any documentation sent **must** name the school the ticked criterion relates to.

Tick the box if the answer is **yes**, or leave blank if the answer is **no**.

Child looked after – or previously looked after – by a local authority

See **Information for parents** booklet page 49. If you have ticked this criterion, please complete Section 4 of the application form

Child or family with significant medical, physical, psychological or social need

This must be supported by relevant documentation which is to be returned with the application form – see **Information for parents** booklet page 49. Please note this is not applicable to all schools.

Children whose parents have a religious conviction for attending either St George's Beneficial CE Primary or St Jude's CE Primary only

See **Information for parents** booklet page 24 and please complete the enclosed 'Place of worship' form.

Brother or sister on roll

Does your child have a sibling **attending** or **applying** for one of your preference schools? OR does your child have a sibling **attending** or **applying** for an **adjacent** school to one of your preferences? See **Information for parents** booklet pages 49–50 and 58.

Sibling name:

Date of birth:

School attending or applying for:

Current year group:

Child eligible for Service Premium

Child of armed service personnel under S14 of the Education Act 2002. See **Information for parents** booklet page 50. Please note this may not be applicable to all schools.

Child of staff employed at the school

Employed at the school for more than two years at time of application or recruited to fill a post subject to skill shortage. See **Information for parents** booklet page 50. Please note this may not be applicable to all schools.

Other reason for applying - state here

Please continue on a separate sheet if necessary.

Section 4 – Looked after child (or previously LAC)

- Looked after child** – If you are making an application for a child looked after by a local authority (i.e. in the local authority care or provided with accommodation by the local authority for a continuous period of more than 24 hours), please complete the following information.

Linked social worker:

Telephone number:

Local authority

Contact address:

Section 4 continues overleaf

Previously looked after child – A child previously looked after and then immediately adopted or subject to a residence or special guardianship order. Please provide a copy of the relevant court order and name of local authority responsible for looked after child.

Previous local authority

Section 5 – Parent(s)/carer(s) information

The application will be processed on the basis that all those who hold parental responsibility are in agreement.

Applicant's details

Mr/Mrs/Miss/other:

Surname:

Forename:

Relationship to child:

Address if different to child:

Tick if either parent is a member of UK armed forces

Tick if either parent is a Crown Servant

Applicant's home tel:

Applicant's email address:

Other parent/carers (if applicable)

Mr/Mrs/Miss/other:

Surname:

Forename:

Relationship to child:

Address if different to child:

Applicant's work/mobile tel:

Section 6 – Declaration

The local authority reserves the right to verify information given on this form. Any offer of a place will be on the basis that the information supplied is accurate and up to date. Please read the declaration below and sign the form.

I certify that I have read the guidance notes and Information for parents booklet, the information given on this form is to the best of my knowledge correct and this is the only Year R application form I have completed on behalf of this child.

I understand that any place offered may be withdrawn if I give false information, even if my child has started at the new school.

Signature of parent/carers:

Print name:

Date: / /

Data protection – privacy notice

Portsmouth City Council will process your personal information appropriately and legally in accordance with the Data Protection Act 1998, the National Fraud Initiative and other relevant legislation. The details you provide will be held in a secure system or database and will only be shared with other organisations where the law allows.

The Portsmouth Information Sharing Framework, which sets out the conditions under which we will share information with other organisations, is available on the Data Protection page of the council's website. The council may share your information with relevant departments to help develop new services or improve existing services.

You should be aware that we may be required to disclose your personal information without your consent for the purposes of preventing or detecting crime/fraud or apprehending and prosecuting offenders (for example to the police, Cabinet Office, Department for Work and Pensions or as part of the National Fraud Initiative) or where we have a statutory duty to do so.

For more information visit www.portsmouth.gov.uk and search for National Fraud Initiative.