



IN YEAR APPLICATION FORM

**(PLEASE USE ONE APPLICATION FORM
PER CHILD)**

Before you complete the application form please read the Notes of Guidance www.bedford.gov.uk/inyearadmissions This form should be used for in-year admissions only. Please do not use this form if your child has a Statement of Special Educational Needs or an Education Health and Care Plan. Please complete only one form stating your preferences. If you complete more than one form it may adversely affect your application.

If you need help in understanding or completing this form please contact the School Admissions Service.

Please complete this form in **BLOCK CAPITAL LETTERS** using **BLACK INK**.

If you are a parent or carer with parental responsibility and you would like to apply for a school place within Bedford Borough Council, you must complete this application form.

It is important to make sure that the information you provide is factually correct.

Parents have been known to give a false address to improve their chances of getting a place at a particular school. Please note that any offer made will be withdrawn if we find that the parents have given false information.

REASON FOR YOUR APPLICATION

- Moving into Bedford Borough
- Moving to another address
- Not moving address but wishing to change schools

Section A

Name of School(s) Requested

You may nominate up to three preferred schools. These may be community, foundation, voluntary aided, voluntary controlled schools or academies. One of these would normally be your catchment school. Naming only one school, or naming the same school more than once, will not increase your chance of being offered a place.

Order of preference:	Name of School:	Date Place Required:
<input type="checkbox"/> 1	Preference:	<input type="text"/>
<input type="checkbox"/> 2	Preference:	<input type="text"/>
<input type="checkbox"/> 3	Preference:	<input type="text"/>

*If a place cannot be offered for my child at any of the schools I have listed above, I wish my child to be considered for a place at my catchment area school.

* If you do not want your child to be considered for a place at the catchment area school, please delete the sentence above. However, if you do this, a place may not be available at either your catchment area school or a school close to your home.

Section B

Pupil Details

Pupil's surname:

First name(s):

Pupil's address at time of application:

Postcode:

Date of birth (dd/mm/yyyy):

Gender (please tick): Male: Female:

Name(s) of parent(s) or carer(s) with parental responsibility:

Title (Mr/Mrs etc):

Initials:

Surname:

Relationship to child:

Mobile tel no:

Daytime tel no:

Name and address of current/previous school and dates of attendance

Telephone and Fax Numbers

Headteacher's Name

Has your child been excluded from their current school or a previous school? (including fixed term exclusions)

Yes

No

If yes, please give details

Is the child known to any other agencies (eg Police, Youth Offending or Social Services) ?

Yes

No

If yes, please give details

Please note that any offer made will be withdrawn if we find that the parents have given false information

Section C

Other Children

If you have another child who also lives at the above address and will still be attending one of the schools you have nominated, please give details below. **Do not use this section to apply for a school place for another child, you must use one form per child.**

Name:

Date of birth:

School attending:

Section D

If one of the schools you have listed in Section A is a voluntary aided school and you are applying for a place on religious grounds, please give details.

Name of school or schools from Section A:

Reason for choosing school(s).

Religious Grounds

Your denomination/faith:

Name of faith leader, place of worship and address:

If you are applying on religious grounds you will need to complete the appropriate confirmation of religious affiliation form which is attached to this application.

Section E

Other Information

Please tick

Other information about your child

Yes

No

- i) Is this application for a "looked after" or previously "looked after" child?
(See In-Year Guidance Notes for definitions).

Please provide in the Additional Information box below: Name of Authority, Date the child became "Looked After" and Name / Contact details of the Social Worker.

- ii) Does your child have an exceptional medical reason why he/she should be given priority for admission to one of the schools in Section A? (See Notes of Guidance for further information)
Please provide details in the Additional Information below

- iii) Are you moving from abroad to live in the UK? If so, you must provide a copy of the relevant pages of your child's passport and your passport and visa (if applicable) to confirm that you and your child have the right of abode in the UK.

- iv) Does your child have a parent/carer who works at any of the schools in Section A (If yes, please give details below)

Additional Information

Please use the box for any additional information to support your application

Please continue on next page...

Declaration

I, having parental responsibility for the named child, state that, to the best of my knowledge and belief, the information that I have given is correct and complete and that this is the only application form I have completed. I will advise the School Admissions Service, in writing, of any changes to the information on this form. I understand that the provision of incorrect information could lead to the withdrawal of any offer of a school place. I also understand that the information I have submitted on this form is covered by the relevant Data Protection Act (please see paragraph below).

I have enclosed, as confirmation of my child's address, photocopies of:

	Tick	Name of parent or carer with parental responsibility:
Proof of Address (please see Notes of Guidance)	<input type="checkbox"/>	<input type="text"/>
Child and Parent's Passport	<input type="checkbox"/>	Signature of parent or carer with parental responsibility:
Visa (if applicable)	<input type="checkbox"/>	<input type="text"/>
		Date
		<input type="text"/>

**PLEASE RETURN THIS FORM TO
THE SCHOOL ADMISSIONS SERVICE**

**If you have any questions about the application arrangements, please contact
the School Admissions general enquiries line on:**

Tel: (01234) 718120

Fax: (01234) 228846

email: admissions@bedford.gov.uk

School Admissions Service
Borough Hall, Cauldwell Street
Bedford MK42 9AP

Data Protection

We will hold the personal details supplied on the application form for the purposes of processing your application for a school place. We will share the information internally within the Council with relevant officers and schools and may also share it with other relevant Local Authorities. We will safeguard your personal details and will not divulge them to any other individuals or organisations for any other purposes.

Date of Publication: September 2015

SCHOOL ADMISSIONS SERVICE



BEDFORD
BOROUGH COUNCIL

IN-YEAR APPLICATION FOR CHURCH OF ENGLAND SCHOOLS ONLY CONFIRMATION OF RELIGIOUS AFFILIATION

If your application for a place at any of the following **Church of England** Schools is on **religious or faith grounds** you **must** make sure that your priest, minister or faith leader confirms, by signing the declaration below, that you meet the criteria for admission to the school. You may wish to refer to the schools prospectus for the admissions criteria.

Christopher Reeves Lower
Roxton Lower
Wilden Lower

Ravensden Lower
St James' Lower
Alban Academy

Riseley Lower
St Lawrence Lower

School (see list above)

Pupil's Surname

Pupil's First name

Date of Birth

Address

Declaration by Priest, Minister or Faith Leader

I confirm that

Name of parent(s) or adult(s) with parental responsibility:

Is a member/practising member of the above congregation/place of worship and meets the criteria for admission to the following school (s):

Name of School

Name and address of priest, minister or faith leader

Name of congregation/place of worship:

Signature of priest/minister/faith leader:

Christian denomination or Religious faith:

Date:



IN-YEAR APPLICATION FOR CATHOLIC SCHOOLS ONLY CONFIRMATION OF RELIGIOUS AFFILIATION

If your application is for a place at any of the following **Catholic** Schools is on religious grounds because your child had been baptised or enrolled in a catechumenate programme, you **must** provide their Baptismal Certificate or your priest **must** confirm enrolment in the programme. In addition if you are a practising Catholic family, your priest **must** confirm this, by signing the declaration below.

If you are a member of another denomination or faith and you would like your child to attend a Catholic School on religious or faith grounds, your priest, minister or faith leader **must** sign the declaration below to support your application.

You may wish to refer to the schools prospectus for the admissions criteria.

St John Rigby Primary
St Thomas More Upper

St Joseph's Lower

St Gregory's Middle

School (see list above)	
Pupil's Surname	
Pupil's First name	
Date of Birth	
Address	

I attach a copy of my child's baptismal certificate

Declaration by Priest, Minister or Faith Leader

I confirm that:

Please Tick

The family of this child is a practising Catholic family

This child is not baptised but is enrolled in a catechumenate programme

I support this application

Name and address of priest, minister or faith leader:

Name of congregation/place of worship:

Christian denomination or religious faith:

Signature of priest/minister/faith leader:

Date: