# School Admissions Bulk Application Form 2024-25

**Please read the relevant Parents’ Guide available at**

[**www.n-somerset.gov.uk/my-services/schools-learning/school-admissions/apply-school-place**](http://www.n-somerset.gov.uk/my-services/schools-learning/school-admissions/apply-school-place)

## Intake

Please tick which bulk intake you are applying for:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Intake** | **Year** | **Child date of birth range** | **Closes 11:59 pm on:** |  |
| Reception | 0 | 1 September 2019 to 31 August 2020 | 15 January 2024 |  |
| Infant to Junior | 3 | 1 September 2016 to 31 August 2017 | 15 January 2024 |  |
| First to Middle\* | 5 | 1 September 2014 to 31 August 2015 | 15 January 2024 |  |
| Secondary | 7 | 1 September 2012 to 31 August 2013 | 31 October 2023 |  |
| Middle to Upper\* | 9 | 1 September 2010 to 31 August 2011 | 31 October 2023 |  |
| UTC\* | 10 | 1 September 2009 to 31 August 2010 | 31 October 2023 |  |

*\*North Somerset schools do not have this intake, however schools in other Local Authorities may have.*

## Child’s details

|  |  |
| --- | --- |
| First name(s) |  |
| Last name |  |
| Date of birth |  |
| Gender |  |
| Current home address\* |  |
| Postcode |  |
| Current school |  |
| Council tax reference |  |

***\* If you are moving home, please put the child’s current home address above and complete the Moving Address section on the next page.***

***If your preferred school(s) are oversubscribed, the distance between your child’s home address and the school will be used when processing your application. Places gained at a school from a fraudulent application will be withdrawn.***

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Does your child have an Education Health Care Plan (EHCP)? |  |  |
| Is the child currently in the care of a local authority (looked after child)?  ***If yes, then this application MUST be completed and submitted by the child’s social worker.*** |  |  |
| Was your child previously in Care, but then immediately either adopted (including being adopted from abroad), became subject to a Child Arrangements Order, Residence Order, or a Special Guardianship Order?  ***If yes, please provide full details on a separate sheet.*** |  |  |
| Is your child a twin or triplet, etc. (one of a multiple birth)? |  |  |
| Is your child a member of a Service or Crown Servant family, who are returning/moving to a new address to take up duties?  ***If yes, you must provide proof of Posting.*** |  |  |

## Moving address

If you are going to move after the National Closing Date but before the start of term 1 and you can provide independent confirmation of this before 11.59pm on the National Closing Date, we will be able to consider your new address in the first round of allocations.

Examples of independent confirmation of a change of address are:

* a solicitor’s letter confirming the exchange of contracts with a completion date.
* a tenancy agreement signed by both parties.
* a utility bill dated within three months prior to submission.

If the child is from a family of a Crown Servant or of UK Service Personnel, we will accept a letter from the MOD, FCO or GCHQ declaring a return date and residency area.

|  |  |
| --- | --- |
| Proposed home address |  |
| Postcode |  |
| Anticipated move date |  |

## Applicant details

Details of the person with **legal parental responsibility** applying for the school place for the child. We will email you (if one is provided) to let you know the outcome of your application.

|  |  |
| --- | --- |
| Title |  |
| First name(s) |  |
| Last name |  |
| Home phone |  |
| Mobile phone |  |
| Email address |  |
| Home address |  |
| Postcode |  |

What is your relationship to the child?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mother |  | Father |  | Other |  |

|  |  |
| --- | --- |
| If other, please give details: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have parental responsibility for the child? | Yes |  | No |  |

***If you do not have legal parental responsibility for the child (please refer to the relevant Parents’ Guide) you must provide an accompanying letter from a person with parental responsibility granting you the authority to make the application on their behalf.***

## Preference(s)

Please enter the names, **in order of priority**, of the school(s) you would like to apply for. You can also tick any of the reasons if they are relevant to your application. **Not all schools have these as part of their over subscription criteria.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **School** | **Sibling link** | **Feeder link** | **Religion** | **Staff** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |

***Please check to see if any of your preference schools require a certificate, a letter from a Church/religious leader or a Supplementary Information Form. Please see the relevant Parents’ Guide for more information.***

## Sibling details

If you have selected the sibling link above, please give the details of the sibling here.

|  |  |
| --- | --- |
| First name (s) |  |
| Last name |  |
| Date of birth |  |
| Current school |  |
| Home address |  |
| Postcode |  |

## Additional reasons

Whilst you may give reasons for your preference(s), **school places will be offered using only the published oversubscription criteria**, which is available in our Parents’ Guide.

If the school you are applying for has an admissions criterion not already listed, that you would like to be considered, then please also include this here.

|  |
| --- |
|  |

***(Continue on separate sheet if necessary)***

## Declaration

North Somerset Council is registered with the Information Commissioner’s Office for the purposes of processing personal data.

The information you provide will be held and used in accordance with the requirements of UK and European data protection law. The information will form part of your School Admissions account, which will be held until l the child leaves that educational stage (e.g. until they leave primary school, until they leave secondary etc).

Unless otherwise agreed with you, we will only collect the minimum personal data required to deliver the service, which includes child’s name date of birth and home address, applicant name address and contact information. It does not include any special category personal information, or information relating to criminal convictions or offences.

The information will be used for the administration of School Admissions; our statutory duty under the School Admissions Code September 2021 (GDPR Article 6(1)(c)).

We will not use your personal information in a way that may cause you unwarranted nuisance. Failure to provide the information could result in the school application not being processed.

The information provided may be shared with schools, other council departments, other councils, North Somerset Community Partnership and Early Years setting (e.g. pre-schools), who have demonstrated that they have a lawful and legitimate interest in the information. The information will be used for the purposes of processing applications to schools, determining home to school transport entitlements throughout the time the pupil is at the registered setting, verifying the accuracy of the application, processing applications to schools in other councils, delivering School Nursing services, to confirm if an application has been submitted and so that the setting and school can communicate to ensure a smooth transition for your child and to fulfil our statutory duties under the School Admissions Code September 2021. At no point is your data shared or processed outside of the UK.

We may lawfully disclose information to public sector agencies to prevent or detect fraud or other crime, or to support the national fraud initiatives and protect public funds under the Local Audit and Accountability Act 2014. Under the conditions of the Digital Economy Act 2017, we may also share personal data provided to us with other public authorities as defined in the Act, for the purposes of fraud or crime detection or prevention, to recover monies owed to us, to improve public service delivery, or for statistical research. We do not share the information with other organisations for commercial purposes.

You have the right to see the personal data we process about you, as well as the right of objection, rectification, restriction and erasure in some circumstances. For details of how to make such a request, please click [here](http://www.n-somerset.gov.uk/my-council/data-protection-foi/data-protection/sar/).

If you have any questions or concerns about the way we process your personal data, our Data Protection Officer can be contacted at [DPO@n-somerset.gov.uk](mailto:DPO@n-somerset.gov.uk).

I understand that by signing the declaration below I will be confirming that all details given are to the best of my knowledge, correct. I accept that admission authorities reserve the right to withdraw the offer of a school place that has been obtained by providing fraudulent or intentionally misleading information.

I confirm that if any of my preferences are for an own admission authority school, I have read the school’s own admissions policy. I have checked to see if a certificate, a letter from a Church/religious leader and/or supplementary form is required to support my application (to be submitted by the closing time and date for the first round of allocations) and have checked the address where it should be received.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

**Please submit this form to:**

Email:[admissions@n-somerset.gov.uk](mailto:admissions@n-somerset.gov.uk)

or

Post: School Admissions Team, North Somerset Council, Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ