



IN YEAR APPLICATION FOR ADMISSION TO SCHOOL (AF5)

Moving schools will affect your child's education. It is a very important step to take and can affect your child in many ways. Unless you are wanting to move your child's school because of a change of address we strongly advise that you talk to staff at your child's current school to try and sort out any difficulties before you complete this form. Transferring school is not always the best option for a child.

You should be aware that some children who change schools make much less progress than their peers who have not done so.

Parents should consult with each other before completing this form. By submitting this form, you are confirming that all parties with parental responsibility have agreed this application. If this is not the case, you should not proceed with your application.

It is very important that you read the guidance notes before completing this form.

Please note we only accept applications up to one term in advance.

You can use this form to apply for places at all schools in Derbyshire (excluding schools in Derby City). If your child has an Education Health and Care Plan (EHC) you should contact the SEN section at County Hall - you do not need to complete this form.

The form should be completed by the child's parent/legal guardian in BLOCK CAPITALS and in black ink.

Section 1 – Details about your child

Child's legal forename	
Child's middle name(s)	
Child's legal surname	
Child's date of birth	
Gender	
Child's home address and postcode at time of application	
Current/ last school name	
Date last attended (if applicable)	

In order to obtain information in support of your child's proposed admission to another school, your child's current school may be notified of this application. If for any reason you do not wish your child's current school to be notified of your request, please state in the additional information in section 2.

Date new school place required from	
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Is the child in the care of a Local Authority, or has the child previously been in care with a Local Authority or in state care outside England, but has now been adopted or is subject to either a child arrangements order or special guardianship order as appropriate?	Yes No
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Please provide evidence of adoption, child arrangements order or special guardianship order as appropriate.

If in care or previously in care, by which Local Authority?

Child of multiple birth (e.g. twin / triplet)	
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You are invited to name 3 schools - these must be in priority order. Before making an application for a place at any school, you are advised to contact the school to arrange a visit with the Headteacher.

When deciding on your preferences, consider carefully how your child will travel to school. [Information on the home to school transport policy](http://www.derbyshire.gov.uk/education/schools/your-child-at-school/travel/school-transport.aspx) is available on the DCC website (www.derbyshire.gov.uk/education/schools/your-child-at-school/travel/school-transport.aspx) or in the [parents' guide](http://www.derbyshire.gov.uk/education/schools/school-places/apply-for-a-school-place.aspx) (www.derbyshire.gov.uk/education/schools/school-places/apply-for-a-school-place.aspx)

Enter the names of your preferred schools in priority order; remember where a child can be offered a place at more than one school, then a place will be offered at the highest priority school possible. Before giving your reasons you may wish to refer to the "rules" section in the parents' guide or the school brochure (prospectus).

You may use the spaces provided to give any additional information you think the admission authority for the school should know about in considering your application. Where applicable, you may wish to include any religious or philosophical convictions.

The council operates a [Fair Access Protocol](http://www.derbyshire.gov.uk/education/schools/school-places/admissions/admission-arrangements.aspx) (www.derbyshire.gov.uk/education/schools/school-places/admissions/admission-arrangements.aspx) to ensure that children without a school place who find themselves in challenging circumstances are admitted to school as quickly as possible. To enable the

council to identify children who may be eligible for placement under the protocol, parents are encouraged to give full information on their child's previous educational background and personal circumstances, such as periods out of education, permanent exclusions, issues around low attendance and any other circumstances which might deem a child vulnerable.

If you want to include more information than there is space for in the boxes you should enclose a separate sheet with your child's full name, address and date of birth - clearly marked.

Section 2 – Your preferences

PREFERENCE 1

School name	
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Please tick any of the following reasons for your preference for this school		
Normal area school	Medical reason	Staff member
Co-educational school	Religion or faith	Distance
Single sex school	Feeder school	Selective school
Sibling	Social reason	Ease of travel
Other		

Details of brother/ sister who attends / attended the school (if more than one, give youngest)

Sibling legal forename	
Sibling legal surname	
Sibling date of birth	
Sibling gender	
Sibling address (only complete this section if the address is different to that of the child you are applying for)	

Additional information / reasons

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PREFERENCE 2**School name**

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Please tick any of the following reasons for your preference for this school

Normal area school	Medical reason	Staff member
Co-educational school	Religion or faith	Distance
Single sex school	Feeder school	Selective school
Sibling	Social reason	Ease of travel
Other		

Details of brother/ sister who attends / attended the school (if more than one, give youngest)**Sibling legal forename**

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Sibling legal surname

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Sibling date of birth

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Sibling gender

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Sibling address (only complete this section if the address is **different** to that of the child you are applying for)

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Additional information / reasons

Additional information / reasons

PREFERENCE 3**School name**

School name	
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Please tick any of the following reasons for your preference for this school

Please tick any of the following reasons for your preference for this school		
Normal area school	Medical reason	Staff member
Co-educational school	Religion or faith	Distance
Single sex school	Feeder school	Selective school
Sibling	Social reason	Ease of travel
Other		

Details of brother/ sister who attends / attended the school (if more than one, give youngest)

Sibling legal forename	
Sibling legal surname	
Sibling date of birth	
Sibling gender	
Sibling address (only complete this section if the address is different to that of the child you are applying for)	

Additional information / reasons

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Section 3 – Details about parent/legal guardian making this application

Title	
Forename	
Surname	
Parent/legal guardian address and postcode at time of application (only complete if different from child's address)	
Home telephone number	
Mobile telephone number	
Work telephone number	

What is your relationship to the child (please tick as applicable)

Mother	Foster parent
Father	Family member (lives in same household)
Step-parent	Social Worker
Relative	Other

If you do NOT have parental responsibility for this child, please tick this box	
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If you ticked 'Other' from the options above, please give details of the relationship here

Parent is a Crown Servant	Yes
<i>A crown servant is an officer of the United Kingdom Government posted overseas and is usually a member of HM Forces and/ or a person employed by the Foreign and Commonwealth Office</i>	No

Applications should be returned by post to:

Derbyshire County Council, Admissions and Transport Team
 School Road
 Chesterfield
 Derbyshire
 S41 8LJ

Or email applications to: admissions.transport@derbyshire.gov.uk

If any of your preferences are for foundation, academy or voluntary aided schools, you may need to complete a supplementary information form or provide additional documentation. Details are provided in the school' brochures (prospectuses). Supplementary forms and additional information must be returned direct to the school concerned as soon as possible and not to the Admissions and Transport Team. If you are applying for a voluntary controlled school on religious grounds, you should submit a letter of support from a minister – see parents' guide for full details.

IF YOUR OR YOUR CHILD'S CIRCUMSTANCES CHANGE AFTER COMPLETING THIS FORM, SUCH AS A CHANGE OF ADDRESS OR CHANGE OF CURRENT SCHOOL, YOU MUST CONTACT THE ADMISSIONS AND TRANSPORT TEAM ON 01629 537479.