

Please provide as much information in your application as possible to help prevent delay.

Your form will be returned if you submit your application form with incomplete or insufficient information

N.B. if your child is looked-after by the Local Authority, or previously looked-after with current Social Services involvement, **this application must be completed by the Social Worker.**

BEFORE COMPLETING THIS FORM IT IS IMPORTANT THAT YOU READ THE NOTES ON PAGE 6

REASON FOR YOUR APPLICATION (Please tick as appropriate)

- a) **Moving into Cardiff**
- b) **Moving to another area within Cardiff**
- c) **Not moving house but wanting a transfer to a new school**

SCHOOL PREFERENCES

If you want to apply for Faith Schools, Whitchurch High School or other Schools in this or other Local Authorities, **DO NOT** include them on this form. Please contact the school or Local Authority directly instead

First Preference	
Second Preference	
Third Preference	

Please state a date during the academic year that school places are required:/...../.....
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CHILD(REN)'S DETAILS

Full name of child(ren) who require a school place	Gender	Date of Birth	Current / Previous school	Date attended	
				From	To

Child(ren)'s current home address	
Postcode:	Length of time at address:

Please contact pupil admissions when your child / children have moved address to allow for their record/s to be updated and to allow correspondence to be sent to the correct address at the correct time.

Child(ren)'s proposed home address	
Postcode:	Expected date of house move:
<input type="checkbox"/> Please tick if you are a member of the Military or Crown Service and will be returning/moving to this address to take up duties	

MY CHILD(REN) ARRIVED FROM OUTSIDE OF THE UK <u>IN THE LAST TWO YEARS</u>				YES	NO
If 'Yes,' please see 'Notes for the Guidance of Parent(s)/Guardian(s)/Carer(s)' part b. & complete below				<input type="checkbox"/>	<input type="checkbox"/>
EEA <input type="checkbox"/>	NON EEA <input type="checkbox"/>	ASYLUM SEEKER <input type="checkbox"/>	REFUGEE <input type="checkbox"/>		
Country of Origin:		Date of arrival in UK:/...../.....			
Religion:		First Language:			

DETAILS OF PERSON COMPLETING THIS FORM

RELATIONSHIP TO CHILD:.....	
SURNAME:	FORENAMES:
EMAIL:	PHONE:
<i>If your current address is not the same as your child's / children's current address, please enter below:</i>	
ADDRESS:	
LENGTH OF TIME AT ADDRESS:	

GROUND'S FOR APPLICATION

MY CHILD(REN) HAS/HAVE A STATEMENT OF EDUCATIONAL NEEDS OR FUNDED HEALTH CARE PLAN.	YES	NO
You must provide a copy of the document. The document must state details of a named school	<input type="checkbox"/>	<input type="checkbox"/>
If 'Yes,' please see 'Notes for the Guidance of Parent(s)/Guardian(s)/Carer(s)' note 'p' and please indicate which child (or children)		
.....		

MY CHILD(REN) IS/ARE SUBJECT TO A PERMANENT EXCLUSION FROM THEIR CURRENT SCHOOL	YES	NO
If 'Yes', please indicate which child (or children)	<input type="checkbox"/>	<input type="checkbox"/>
.....		

MY CHILD(REN) IS/ARE LOOKED AFTER / PREVIOUSLY LOOKED AFTER BY A LOCAL AUTHORITY	YES	NO
Is the child currently or previously been in the care of a Local Authority? (E.g. looked after or fostered). This category also applies if the child has since been adopted or become subject of a residence order or special guardianship order.	<input type="checkbox"/>	<input type="checkbox"/>
You <u>must</u> provide a letter or email from the child's current Social Worker or an adoption/special guardianship etc. Order		

I WANT A PLACE AT (name of school), BECAUSE MY CHILD(REN) HAS/HAVE AN OLDER BROTHER OR SISTER AT THE SCHOOL WHO WAS DIRECTED BY THE COUNCIL TO ANOTHER SCHOOL BECAUSE:

- a) The alternative school was previously the catchment area school, or
- b) No places were available at the catchment area school (please give details)

.....

I WANT A PLACE AT (name of school), BECAUSE MY CHILD(REN) HAS/HAVE COMPELLING MEDICAL OR COMPELLING SOCIAL REASONS

You must provide a letter or email with this form from a medical consultant, social worker or similar professional. It must state detailed reasons for the pupil's admission to a specific school to be considered under this criteria

I WANT A PLACE AT, or (name of school(s)) BECAUSE MY CHILD(REN) HAS/HAVE A BROTHER OR SISTER ATTENDING THE SCHOOL (i.e. in year 0-6 for Primary Schools or year 7-11 for Secondary Schools).

This means older siblings living at the same address. Siblings can include half/step/adopted or fostered children. Please give names and dates of birth of older children below:

Name	Date of Birth	School Attending

IF YOUR CHILD(REN) IS IN YEAR 10 OR 11:

ONLY complete the following if your child(ren) is in Year 10 or 11.

Changing schools at this late stage of your child(ren)'s school career requires serious thought and should be avoided if possible.

The school(s) you are applying for may not be able to offer your child(ren)'s current GCSE options. This can reduce the number of qualifications that they could achieve.

Please provide details of the GCSE option courses currently being taken by your child(ren).

Subject	Subject	Subject

CURRENT / PREVIOUS SCHOOL DETAILS

Name and Address of current / previous school:

Date last attended (if not currently attending):

Please provide your full reasons for a change of school (attaching further information if necessary):

Please provide below the names and contact details of any outside agencies currently involved (e.g. Social Worker; CAMHS; Education Welfare Officer) and attach a letter of support if applicable.

DECLARATION

I confirm that I have parental responsibility for the child concerned or have care of the child. I understand that I should notify all others with parental responsibility for the child about this application and understand they may have a right to see the application or information within it, subject to data protection requirements.

I confirm that all the information included in this application is true to the best of my knowledge.

I acknowledge that the admission authority is permitted to withdraw any offer of a place for my child, if it is found that the information I declare on the application is knowingly falsified.

I acknowledge that written recommendations from a medical consultant, a social worker or similar professional must be provided giving detailed reasons for the pupil's admission to a particular school to be considered under this criteria.

I understand that it is my responsibility to provide supporting information and that any additional information in support of my application must be sent to inyearadmissions@cardiff.gov.uk, via a Council Advice Hub or to Pupil Admissions, Room 422, Cardiff Council, County Hall, Atlantic Wharf, Cardiff CF10 4UW

I consent to Education & Lifelong Learning officers accessing data held by the Council's Council Tax Department, the Electoral Register, my child's current or previous schools and external organisations including credit reference agencies in order to validate the information I have declared on this application is correct. This access will be between the date of my application and start of term. I understand that further evidence may be required from me. This will be required in instances where more applications are received for a school than the number of places available in order that applications can be considered in accordance with the oversubscription criteria of the school.

SIGNED: _____ **DATE:** _____

Please tick if you are unwilling to give consent to Education & Lifelong Learning officers accessing data held as described above. Your application will still be accepted, but in the event that you apply for a school that is fully subscribed you will be required to provide evidence to support the information declared on your application.

Please note all information will be processed in accordance with data protection requirements. A full privacy notice is available on the Council website. If you have any concerns please raise these with dataprotection@cardiff.gov.uk

For information on evidence that may be required please refer to the Admission to Schools 2019/20 Booklet on the Council website www.cardiff.gov.uk/schooladmissions

TO BE COMPLETED BY THE HEADTEACHER OF THE CURRENT SCHOOL:

Applications may not be processed unless the following information is provided.

1. Is the pupil a Looked After Child (as defined by Section 22 of the Children's Act 1989):

YES <input type="checkbox"/>
NO <input type="checkbox"/>
If yes, please give the contact details of the Social Worker:-

2. Does the pupil have any other Social Service input? (i.e. Child in Need)

YES <input type="checkbox"/>
NO <input type="checkbox"/>
If yes, please give the contact details of the Social Worker:-

3. Attendance record over the last academic year:

Actual	
Possible	
Authorised absence	
Unauthorised absence	

4. Education Welfare Involvement (PLEASE MARK N/A IF NOT APPLICABLE):

Date of referral to Education Welfare Officer	
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5. Exclusions (PLEASE MARK N/A IF NOT APPLICABLE):

Permanent Exclusion(s) (please provide dates)	
Fixed-term Exclusion(s) (please provide dates)	

6. SEN Status (PLEASE MARK N/A IF NOT APPLICABLE):

School Action <input type="checkbox"/>	School Action Plus <input type="checkbox"/>	Statemented <input type="checkbox"/>
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7. Behaviour:

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8. Actions taken by school (PLEASE MARK N/A IF NOT APPLICABLE):

Using the checklist below, please tick and attach all relevant details of action taken (ref Code of Practice 5.64)

- The school's action through School Action and School Action Plus
- Individual education/behaviour plans for the pupil
- Records of regular reviews of IEPs / IBPs and their outcomes
- The pupil's health including the child's medical history where relevant
- Educational and other assessments, for example from an advisory specialist support teacher or an educational psychologist
- Involvement of other professionals
- Is there any CAMHS involvement?

9. Are you aware of any reasons (other than change of address) that may have prompted a request for a school transfer?

10. Any other comments:

11. GCSE Options (PLEASE MARK N/A IF NOT APPLICABLE):

Date of Admission:/...../..... End date (if applicable):/...../.....

HEADTEACHER'S NAME:

HEADTEACHER'S SIGNATURE:

DATE:

GUIDANCE NOTES

Many issues that worry parents and children can be resolved without the need to move schools. Talking to your child and staff at your child's present school may avoid the need for your child to transfer. It is important that you consider whether a transfer is really the best option for your child.

If your request for a transfer of school is for any of the reasons listed below you should take the steps indicated:

Possible reasons	Steps you should take
Dissatisfaction with the school	Discuss your concerns with the Headteacher.
Non school attendance	Sit down with your child and try to find out why he or she is not attending school. Talk to your child's teachers. Are there any subjects that he/she is worried about? Contact the Education Welfare Service for advice (Tel: 029 2233 0759).
Unresolved issues	Make an appointment to speak to the Headteacher.
To avoid exclusion	Talk to your child's teacher / Head of Year / Headteacher. Check if your child has a Pastoral Support Plan or has been identified as having Special Educational Needs. Ask for a review of the Pastoral Support Plan.
Special Educational Needs (SEN)	Talk to the teacher in charge of Special Needs (SENCO) at the school. Contact the SEN Casework Team (Tel: 029 2233 0711).

Please note the following:

- a. An application may only be made by the Parent(s) or Legal Guardian(s). If you are not the Parent(s) or Legal Guardian(s) then you must arrange for the application form to be completed by the Parent(s) or Legal Guardian(s), or, provide written permission from them. If you are the Legal Guardian(s), you will need to prove this by providing official documentation.
- b. Section – (2.4) It will be necessary for you to provide documentation confirming your child's residence in the UK. Your child's UK/EEA passport, or if your child is a non-UK/EEA national your child's UK Visa or other relevant documentation should be provided when your child is admitted to school.
- c. Parent(s)/Guardian(s) can ask to change schools at any stage of their child's education. There may be a variety of reasons for this but unless you are forced to do this because you are moving house you are strongly advised to discuss such a request with your child's Headteacher in the first instance. There may be strong educational reasons why a transfer should not take place which you need to consider, particularly in the case of pupils in Years 10 or 11.
- d. If there is a place available in the age group at the school you would like your child to attend, your child's admission will be authorised and you will be asked to liaise with the Headteacher / Head of Admissions at the school regarding the date of admission. If no vacancy exists, your child will be placed on a waiting list and an alternative school will be offered (or we will suggest that your child remain at their current school). **Applications and waiting lists are operated on a termly basis.** In deciding which children to admit to a school, the Council applies the criteria set out in the Admissions to Schools booklet. The Booklet can be accessed on the Council's website www.cardiff.gov.uk. If your application is unsuccessful you will be given the opportunity for your request to be considered by an Independent Appeal Panel.
- e. Where a request relates to a pupil in Year 10 or 11, details of the option courses being taken must be provided in Section 5.8 of this form.
- f. Where a request is made because of a change of address you should ensure that adequate notice is given for the transfer to be arranged.
- g. Pupils should continue to attend their present school until a school placement has been arranged.
- h. In certain cases proof of residence will be required.
- i. Where parents express a preference for a school other than their catchment area school and the Council is able to agree to their request, parents will be expected to meet the full cost of travelling expenses.
- j. A decision will be conveyed to you as soon as possible but you should be aware that this could take **up to 15 school days (or 28 calendar days if an application is being processed during a school holiday)**. Please await written confirmation of the result of your application.

- k. If you wish for your child to attend a Catholic School, Church in Wales School or Whitchurch High School, you are not required to complete this form. You will need to obtain an application form from the appropriate school. Applications to these schools are considered by the Governing Body of the School. Details and contact information for all Catholic Schools, Church in Wales Schools and Whitchurch High School are available at www.cardiff.gov.uk
- l. Where a pupil is Looked After by the Local Authority (as defined by Section 22 of the Children's Act 1989), the Social Worker / Foster Carer should also contact the Education Liaison Team (LAC), County Hall, Cardiff, CF10 4UW. The telephone number is (029) 2078 8493.
- m. The 1998 Education Act requires children aged 5, 6 and 7 to be taught in classes of no more than 30 per school teacher. The Council will not normally exceed the school's admission number or breach the limitations imposed by statutory maximum class size of 30 where this applies.
- n. In all cases the admission request and the reasons for the admission request will be made known to the Headteacher of both the current and prospective school. Applications may be referred to the Council's Fair Access Panel for consideration.
- o. It should be noted that where a school transfer is approved in cases that are not the result of an address change, the transfer will normally take place at the beginning of the next school term to minimise disruption to your child and other children's education.
- p. Applications received in respect of pupils who are the subject of a Statement of Special Educational Needs will be forwarded to and dealt with by the Special Educational Needs Casework Team based at County Hall, Atlantic Wharf, Cardiff, CF10 4UW. The telephone number is (029) 2233 0711.
- q. If parents are dissatisfied with the result of an application for a Community Primary or Secondary School, an appeal may be submitted to the Independent Statutory Appeal Panel, any decision made by the Panel being binding on you, the School and the Council. If the appeal is not successful, further appeals for admission at the same school will not be considered in the same academic year unless the Director, Education & Lifelong Learning determines that there are significant and material changes in the circumstances of the parent or school. In the case of a denominational school, any appeal would need to be submitted to the Appeal Panel of the school concerned.

This form can be taken to a Council Hub where staff can help with completing the form and submit your application to the Admissions Team on your behalf. Please ask for a receipt as proof of submission.

More information about Council Hubs and their location can be found at www.cardiff.gov.uk/hubs.

Alternatively you can send the form by post to: School Admissions, Room 422, Cardiff Council, Cardiff County Hall, Atlantic Wharf, Cardiff, CF10 4UW or email the application form to inyearadmissions@cardiff.gov.uk