

ONLY use this form to apply for **Local Authority run Primary Schools**

The closing date for on time applications was **Monday 7th January 2019.**

BEFORE COMPLETING THIS FORM PLEASE READ THE NOTES ON PAGE 4.

CHILD'S DETAILS

CHILD'S SURNAME: _____ DATE OF BIRTH: _____

FORENAMES: _____ GENDER: _____

ADDRESS: _____

COUNCIL TAX REFERENCE NUMBER -----

Please tick if your child is one of a multiple birth (Please note a separate application must be submitted for each child)

*Address means where the child lives when you apply. **Thorough address checks will be undertaken.** If, by the start of term, the child no longer lives at the address stated on the application the place will be withdrawn.

DETAILS OF PERSON COMPLETING THIS FORM

RELATIONSHIP TO CHILD: _____

SURNAME: _____ FORENAMES: _____

EMAIL: _____ PHONE: _____

ADDRESS: _____

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. Moving date is _____

SCHOOL PREFERENCES

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

First Preference	
Second Preference	
Third Preference	

Applying for the same school multiple times **does not** give you a better chance of being offered a place at that school.

You are **strongly advised** to apply for **3** different schools, at least one being your catchment area school.

Applying for one school only **does not** increase the likelihood of being offered a place.

If you have made other arrangements for your child's primary education please specify below (e.g. independent schools, schools within other local authorities etc.). *This is for administrative use only and will not affect your application.*

GROUNDS FOR APPLICATION

Supporting Evidence must be included with this form

It is your responsibility to provide information with this application and by the closing date. Evidence provided after the closing date will not be considered until after the initial allocation of places.

MY CHILD IS 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.

You must provide a letter or email from the child’s current Social Worker or an adoption/special guardianship etc. Order

MY CHILD HAS A FUNDED INDIVIDUAL HEALTHCARE PLAN YES NO

You must provide a copy of the document. The document must state details of a named school

**I WANT A PLACE AT _____ (name of school),
 BECAUSE MY CHILD HAS 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 HAS A BROTHER OR SISTER ATTENDING THE SCHOOL DURING THE 2019/20
 SCHOOL YEAR (i.e. in year 1-6 from September 2019).**

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

**I WANT A PLACE AT _____ (name of school),
 BECAUSE MY CHILD HAS AN OLDER SIBLING AT THE SCHOOL, AND WHEN THEY STARTED IT WAS
 THE CATCHMENT AREA SCHOOL FOR OUR ADDRESS (OR THERE WAS NO DEFINED CATCHMENT
 AREA), BUT IT IS NOT ANYMORE**

DECLARATION

I confirm that I have read and understand the information in the Admission to Schools 2019/20 booklet available on the Council Website.

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 receptionallocations@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

HAVE YOU REMEMBERED TO APPLY FOR 3 DIFFERENT SCHOOLS?

It is your responsibility to make sure that your application is received by Cardiff School Admissions

You can submit this form by taking it to a Council Hub, who will scan the form to the Admissions team, and provide you with a receipt. Or, you can send the form by post to: School Admissions, Room 422, Cardiff Council, Cardiff County Hall, Atlantic Wharf, Cardiff, CF10 4UW or Email: receptionallocations@cardiff.gov.uk

There is NO public counter for returning forms at County Hall.

The Council takes no responsibility for forms which are lost in the post or returned due to insufficient postage. If you use Royal Mail you may wish to use their special delivery service to obtain a receipt

IMPORTANT: You will not receive an offer of a school place for your child if you do not submit an application.

Please make sure you complete your application carefully and provide as much information as possible (including supporting documentary evidence) as this will be used for assessing where your child will be on the list for each school you have applied for.

It is very important that you understand the admission criteria for your preferences. This will enable you to assess what order of priority you give to each of your preferences. Each of your 3 preferences will be assessed against the Council's published admissions criteria for Community Schools.

You will only receive **one** offer of a community school place. If more than one place can be offered to your child the school that you have listed as your highest preference will be offered. This is why the order you put the schools in is so important and why you should put them in the order that you want them.

BEFORE RETURNING THIS FORM PLEASE ENSURE THAT YOU HAVE:

- Read carefully all the information contained within the “**Admission to Schools 2019/20**” booklet available from our website at www.cardiff.gov.uk/receptionadmissions
- Read the admission criteria for each school you are listing as a preference.
- Provided any supporting evidence required to assess your application.

It is your responsibility to provide this information with your application

CATCHMENT AREAS

Whilst living in a catchment area can help your child's chances of receiving an offer of a place at the school if applied for, there is no guarantee this will be possible. You can check your catchment area community schools for your address at www.cardiff.gov.uk/onlinemaps

Being resident in a catchment area does not mean an offer of a place at a particular school.

LATE APPLICATIONS

Application forms received after the closing date are late applications and will only be considered in the second or later processing rounds. Following the first round of allocations, late applications will be considered together with anyone on the waiting list. The closing date for the second round is Monday 13th May 2019, after this date applications are considered on a monthly basis if places become available