

# Admission to Infant, Primary or Junior (Year 3 only) School September 2016

Closing date for applications 15 January 2016



Only complete this form if you live within the Durham County Council area (i.e. if you pay your council tax to Durham County Council). We recommend that you apply online at [www.durham.gov.uk/schooladmissions](http://www.durham.gov.uk/schooladmissions). Alternatively, you can complete this application form and return it to the address on the back by 15 January 2016.

If you live outside the Durham County Council area you must obtain your own council's form and return it direct to them.

Before you fill in this form please read the guide for parents "Primary School Admissions in County Durham 2016/2017", as it contains essential information to help you. Please also read the notes at the back of this form.

**Please remember to sign and date your application form on page 3.**

## Section A

### Your Child's Details

Name:

Gender: Male  Female

Date of Birth:

Parental Address:   
Postcode:

Current Pre-School or School

Is your child "looked after" by a council? YES  NO

Was your child previously "looked after" by a Council but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order?\* YES  NO

If yes, which council "looks after" or "looked after" your child?

**\*Please attach a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made with this application form.**

Name of Social Worker

Does your child have a Statement of Special Educational Need or an Education, Health and Care Plan? YES  NO

### Your Details

Title: for example Mr/Mrs/Miss/Ms

Name:

What is your relationship to the child? Parent  Legal Guardian  Foster Carer  Social Worker

Home Phone:  Mobile Phone:  Work Phone:

Email:

### Proof of address and change of address

Please note that we reserve the right to seek proof of address and to withdraw the offer of a place if a false address is given on this application form. Unfortunately, children lose places every year due to parents giving false information on their application forms. If you change your address after the submission of your application form you must inform us immediately.

**It is your responsibility to ensure Durham County Council receives this application form by 15 January 2016.**

**Apply online at: [www.durham.gov.uk/schooladmissions](http://www.durham.gov.uk/schooladmissions)**

## Preferences

Please write, in order of preference, which school(s) you would like to apply to, even if a school is not in the Durham County Council area. **If you have listed a voluntary aided (faith) school as one or more of your preferences you must also complete section B on page 3 of this form.**

### 1st Preference School

Name of school:

You may state a reason for your preference (optional):

Please provide the details of any brothers or sisters living at the same address who attend this school, or a linked school (see page 4), and who will still be on the roll at the same school, or linked school, during the 2016/17 academic year:

Name of older brother or sister:

Date of birth:

<input type="text"/>	<input type="text"/>
----------------------	----------------------

### 2nd Preference School

Name of school:

You may state a reason for your preference (optional):

Please provide the details of any brothers or sisters living at the same address who attend this school, or a linked school (see page 4), and who will still be on the roll at the same school, or linked school, during the 2016/17 academic year:

Name of older brother or sister:

Date of birth:

<input type="text"/>	<input type="text"/>
----------------------	----------------------

### 3rd Preference School

Name of school:

You may state a reason for your preference (optional):

Please provide the details of any brothers or sisters living at the same address who attend this school, or a linked school (see page 4), and who will still be on the roll at the same school, or linked school, during the 2016/17 academic year:

Name of older brother or sister:

Date of birth:

<input type="text"/>	<input type="text"/>
----------------------	----------------------

### Late applications received after Thursday 15 January 2016

If you submit a late application you must provide a reason why it was submitted late in the space below (attach a further sheet if necessary). If you do not, we will assume that you have no exceptional reasons to allow us to consider it as an "on time" application. (Please see the guide for parents for further information)

### Alternative School

I do not want my child to go to any school in the Durham County Council area as my child will be going to:

<input type="text"/>	Independent School
----------------------	--------------------

## Medical Reasons/\*Social Reasons

You may use the space below to describe your child's very exceptional medical factors or \*social reasons for applying to a particular school. You **must** attach supporting evidence from a professional dealing with your case, i.e. a Doctor. Such evidence must explain why your child requires their placement at a particular school rather than any other school and what difficulties would be caused if they had to attend an alternative school. Please see the guide for parents for more information.

\*applies only to some voluntary aided (faith) schools in County Durham

## Section B

### Voluntary Aided (Faith) Schools

If you have listed a voluntary aided (faith) school as one or more of your preferences you must also complete this section.

Religion of child:	<input type="text"/>		
Name of mother:	<input type="text"/>	Name of father:	<input type="text"/>
Religion of mother:	<input type="text"/>	Religion of father:	<input type="text"/>
Name of Church attended:	<input type="text"/>	Date of Child's Baptism:	<input type="text"/>
Place of child's Baptism:	<input type="text"/>	Town of Child's Baptism:	<input type="text"/>
Name of Parish in which you live:	<input type="text"/>	Name of Parish attended:	<input type="text"/>

Please use the space below to describe any reasons for applying to a voluntary aided (faith) school (please include the name and date of birth of any siblings and continue on a separate sheet if necessary):

## Signature

I confirm that I have read and understand the "Primary School Admissions in County Durham 2016/2017" Guide for Parents and the information I have given on this form is correct to the best of my knowledge. I understand that if I have provided false information Durham County Council may withdraw the school place offered.

Parent/Guardian Signature:	<input type="text"/>	Date:	<input type="text"/>
----------------------------	----------------------	-------	----------------------

## Important Information

It is important that you consider the information in Durham County Council's guide for parents 'Primary School Admissions in County Durham 2016/2017' before you complete your application. You can access a copy of this on the council's website at [www.durham.gov.uk/schooladmissions](http://www.durham.gov.uk/schooladmissions). Alternatively copies are available upon request from The School Admissions and Transport Team on 03000 265896.

Durham County Council operates a co-ordinated admission scheme with other admission authorities within Durham County Council's area and with our neighbouring local authorities.

### Equal Preference System

All schools in the Durham County Council area operate an equal preference system. Admissions authorities, where appropriate, will consider all first, second and third preference applications together and apply their admission criteria to everyone who applied on time to determine the allocation of places to the school. This means that any places at an oversubscribed school will be offered on the basis of equal preference rank order and where an offer is made it will be for the highest ranked school at which we can offer a place. Where we cannot offer a place at any of the preferred schools, the offer of a place will be made at the nearest school to the parental address that has a place available. Please refer to the parents' guide for further information on the equal preference system.

### Admission Policies and Criteria

Voluntary aided (faith) schools, community schools, foundation schools and academies can have different admission policies and criteria that determine how they allocate places. You will need to consider the admission policy for any school or academy you apply for in order to determine what criteria applies to each. Please read the parents' guide carefully as it contains all the information you need about the admission policies.

### Address

Only the address of the parent/legal guardian will be taken into account. We reserve the right to seek proof of address, and will always do so if you are offered a place for your child at an over-subscribed school. We will withdraw an offer of a place if it was obtained through a fraudulent or intentionally misleading application. Please note that a place can even be withdrawn once a child has started at the school if the place was fraudulently obtained. If you change your address after the submission of your application form you **must** write to us immediately to let us know your new address. We may ask you to provide us with proof of address. If you live outside the Durham County Council area you must request an application form from your home local authority.

### Receipt of Application Forms

You will be sent a receipt when you return your application form. If you apply online you will receive an email acknowledgement.

### Helpline Telephone Number

For help or advice regarding the application process and admission policies for schools in the Durham County Council area please contact 03000 265896.

### Completed Forms

**Please remember to sign and date your application form and return it by 15 January 2016, to:**

**School Admissions and Transport Team  
Durham County Council  
Children and Adults Services  
County Hall  
Durham  
DH1 5UJ**

### DO NOT RETURN YOUR FORM TO A SCHOOL

**In the event of non-receipt, proof of delivery will be required. You may want to return the application form by "Royal Mail Signed for" or "Royal Mail Special Delivery".**

**If you live in the Durham County Council area we will write to you on 18 April 2016 to let you know which school your child has been offered.**

**If you apply for a school place online, we will send you an email confirming the school your child has been offered.**

The information you provide to us on your admissions application form and in any supporting documents will be used to process your application dealt with in accordance with the Data Protection Act 1998. Your data will only be shared with your consent or where it is necessary to do so and where the law allows. For further information about how your information may be shared please see the admissions Privacy Notice at [www.durham.gov.uk/schooladmissions](http://www.durham.gov.uk/schooladmissions)

By submitting an application you agree and consent to Durham County Council checking its Council Tax and Electoral Registration records to confirm you are resident at the address you have given. The onus is on you to prove your address if asked.

**Linked schools** - please refer to the guide for parents "Primary School Admissions in County Durham 2016/2017".