



In Year Application Form

Application details

Information

If you are a parent of carer with parental responsibility and you would like to apply for an in year school place for a school in Central Bedfordshire, you must complete this application form.

It is important to make sure that the information you provide is factually correct. Please note that an offer may be withdrawn if we find that the parents have given false information.

You must provide proof of your child's date of birth with your application. The processing of your application will be delayed if you fail to submit the relevant evidence.

Reason for application:

- Moving into Central Bedfordshire
- Moving to another address in Central Bedfordshire
- Not moving address but wishing to change schools

Date of move (if applicable)

Proof of child's date of birth

- Proof attached

Pupil Details

You may be asked for proof of address where there is competition for places at your preferred school(s).

Name of 1st preference school

Name of 2nd preference school

Name of 3rd preference school

Date place required

Pupil's first name(s)

Pupil's surname

Gender

Date of birth

Current address

Postcode

New address (if applicable)

Postcode

Name of current / previous school

Date of attendance

Headteachers name

1st Parent(s) / Carer(s)

We will only communicate with the applicants with parental responsibility named on this application

Title

Ms / Mr / Mrs / Dr / Other _____

Name

Relationship to child

Telephone

Email

2nd Parent(s) / Carer(s) (if applicable)

Title Ms / Mr / Mrs / Dr / Other _____

Name

Relationship to child

Telephone

Email

Child Details

Child Details

Has your child been excluded from their current or a previous school? YES / NO

Is the child known to any other agencies (Police, Youth Offending, Social Services etc)? YES / NO

Siblings

If you have another child who also lives at the above address and will still be attending one of the schools you have nominated please give details.

Sibling name

Sibling date of birth

Address (if different)

Postcode

School sibling attends

Faith Criteria

If one of the schools you have listed as a preference has faith criteria and you are applying for a place on religious / faith grounds you will need to complete the attached Confirmation of Religious Affiliation Form.

Confirmation of Religious Affiliation

Confirmation of Religious Affiliation Attached

Additional Needs

Does your child have an Education, Health and Care Plan or Statement of Special Educational Needs?

YES / NO

Is the application for a 'looked after' child? (i.e. child in care with the local authority)

Does your child have a very exceptional medical reason why he/she should be given priority for admission to one of your preference schools?

Additional information:
(Continue on attached sheet if necessary)

Moving From Abroad

Are you moving from abroad to live in the UK?

YES / NO

(You must provide a copy of the relevant pages of your child's passport and your passport and visa (if applicable) to confirm that you and your child have the right of abode in the UK.)

Relevant pages of your child's passport

Passport pages attached

Relevant pages of your passport

Passport pages attached

Your visa

Visa attached

Additional Information:
(Continue on attached sheet if necessary)

Submit Application

Data Protection

The information submitted in this document was collected for the following purposes:

- Reason of Central Bedfordshire Council

Central Bedfordshire Council ensures any personal data collected will be retained securely for as long as necessary, and only used for legitimate Council activities to facilitate the delivery of Council services, or for the purpose of preventing and/or detecting fraud and/or crime, in accordance with the Data Protection Act 1998.

Central Bedfordshire Council's Data Protection policy is available from the website at www.centralbedfordshire.gov.uk or by writing to the Corporate Data Protection Officer at Central Bedfordshire Council Offices, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ.

I have read the Central Bedfordshire Council personal information statement and consent to the personal information I have provided on this form being used for the purposes stated.

Please confirm you have read above statements

Please confirm you have read above statements

Submit Application

By submitting this form I / we, having parental responsibility for the named child, state that, to the best of my / our knowledge and belief, the information that I/we have given is correct and complete and that this is the only application form I/we have completed. I / we will advise School Admissions, in writing, of any changes to the information on this form. I / we understand that the provision of incorrect information could lead to the withdrawal of any offer of a school place.

We will only communicate with the applicants with parental responsibility named on this application.

Name

Signature

Submission date

Please send your completed application to

School Admissions
Central Bedfordshire Council
Watling House
Dunstable
LU6 1LF

If you would like confirmation we have received your application please include a self addressed stamped envelope

If you have any questions regarding the process please contact:

Central Bedfordshire Council
School Admissions
www.centralbedfordshire.gov.uk/admissions
0300 300 8037
admissions@centralbedfordshire.gov.uk

Additional Information