

Section 3 – Additional information requested to ensure that your child is offered an appropriate school place. Please provide the following: -

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|--------------------------|--|
| Languages spoken at home | |
|--------------------------|--|

| | | |
|---|---------------|----------------|
| Is the child in public care (looked after by a local authority) | Y / N | |
| If yes please name the responsible Local Authority below | | |
| | | |
| Does the child have any siblings of school age | Y / N | |
| If so, please provide details below | | |
| Name | Date of birth | Current school |
| | | |
| | | |
| | | |
| | | |

If your child is in Year Nine or above and is taking vocational or GCSE subjects, please give a brief description in the box below

| Subjects | Type of Course |
|----------|----------------|
| | |

Section 4 - Your reasons for requesting admission to / or a transfer of school

MOVING: If you have moved or are moving, please complete the following: -

| | |
|--|--|
| Proposed Norfolk address | |
| | |
| Postcode | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Date of Move/ Anticipated Date of move | |

Please note: You MUST provide documentary proof of your new address.

Either a copy of a tenancy agreement signed by all parties and arranged through a letting/estate agency (private/informal letting arrangements are not accepted)

Or correspondence from a solicitor confirming that contracts have been exchanged for the sale and purchase of the property

You will be required to provide proof of address / evidence in other circumstances (e.g. when a child changes address)

IF YOU ARE NOT MOVING TO A NEW ADDRESS

(But you have other reasons for requesting admission to / transfer of school)

If you have not moved it is important that you give full reasons why you want to change school. The County Council expects transfers to take place at the beginning of each school term (providing a place is available). **It will only consider applications which are received at this office before: -**

- 31st October for a transfer to take place at the beginning of the spring term (after Christmas)
- 28th (29th) February for a transfer to take place at the beginning of the summer term (after Easter)
- 31st May for a transfer to take place at the beginning of the autumn term (the beginning of a new School year)

Applications received after the specified date will not be considered until the end of the following term.

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| ONLY ONE APPLICATION for Admission / Transfer can be made each School year unless there is a material change in circumstances which make another application necessary. |
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Section 5 – School Preferences

Please list up to three preferred schools in priority order below:

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|---|----------------------------------|
| First Preference (please write the name of your first preference for school) | |
| | Brief reason for your preference |

| | |
|---|----------------------------------|
| Second Preference (please write the name of your second preference for school) | |
| | Brief reason for your preference |

| | |
|---|----------------------------------|
| Third Preference (please write the name of your third preference for school) | |
| | Brief reason for your preference |

Reasons

You are invited to include additional information (or if you prefer attach separate sheets / documents) in support of your application.

Please note that we may contact your child's current school for further information in connection with your application.

Declaration

I certify that, to the best of my knowledge, the information I have given is correct. I understand that if false information is provided any offers of school places will be withdrawn.

| | |
|------------------------|--|
| Parent/Carer signature | |
| Date | |

The information collected on this form will be held subject to the Data Protection Act 1998 for the purpose of processing your application for a school place. The information will be shared with schools and other authorities and may be shared with the Passenger Transport Group.

Return this form to: School Admissions, Room 7, Children's Services **Freepost IH 2076**
County Hall, Martineau Lane, Norwich NR1 2BR

If you have not heard about the outcome of your application within 15 School days of receiving acknowledgement of receipt please contact Children's Services 0344 800 8001

For Office Use Only

| | | | | |
|--------------------------------------|--------|--------|--------|-------------------|
| | | | | |
| Term Application Determined (end of) | Autumn | Spring | Summer | On Receipt |
| Date: | | | | |

| | | |
|-----------------------------|--------------|-----|
| Local / alternative schools | availability | SWD |
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