Bath & North East Somerset Council

TRANSFER FROM INFANT TO JUNIOR STAGE EDUCATION 2024/25

This form should only be used to apply for a place at any Junior school in England. If you want to apply for a transfer to a Primary school, you will need to make a separate In Year application in June 2024.

If you are a resident of Bath and North East Somerset you can apply online via our web site Admissions to Schools. Alternatively complete this form (one for each child) using BLOCK CAPITALS. **The closing date is 15th January 2024**.

If you live outside of this Local Authority (LA) do not fill in this form. Contact your home authority for an application.

SECTION 1 – Child Details: You should enter your child's legal surname and first/middle name(s) as they appear on his/her birth certificate unless the child's name has been legally changed.						
First Name						
Middle Name(s)						
Last Name						
Date of Birth	Day			Month		Year
Gender	Male ☐			Female ☐		
Home Address						
					Postcode	
Current School						

For school admission purposes the (LA) will consider the child's home address to be the permanent address where he/she generally resides with their parent. Temporary addresses may not be used to obtain school places. If you/your child are moving, please supply details of the **new** address above and the **anticipated move date** below. Give details of your **present** address in Section 4. You **WILL** need to provide documentary evidence of your new address by no later **than 26 January 2024** for this to be considered in the first round of allocations. **In all cases, it is your responsibility to confirm that the LA has received the documentary evidence.** For further information refer to the Admissions Booklet.

Moving to new address on (Day Month Year)_____

Is the child "looked after" by a Local Authority? (Sometimes referred to as "being in care")	**Yes** ☐	**No** ☐
A Looked After Child is a child who is in the care of a local authority or provided with accommodation by that local authority. If you are applying on behalf of such a child, please tick the YES box		
If YES, which Local Authority?		
Name of Social Worker		
Is the child a *Previously looked after child? i.e., immediately after being looked after became subject to an adoption, child arrangement or special guardianship order. Including Internationally Adopted Previously Looked After Children.	**Yes** ☐	**No** ☐
If YES, please state under which category they fall within. Adoption ☐ **Care Arrangement order** ☐ **Special Guardianship order** ☐ ***Documentation will need to be provided as proof of care status. In all cases, it is your responsibility to confirm that the LA has received the documentary evidence.**		
Does the child have an Education, Health and Care Plan?	YES ☐	NO ☐
If YES, your application will be processed by the Special Educational Needs Team – see the booklet 'A Primary School for your Child' for further information		

SECTION 2- SCHOOL PREFERENCES

Your preferred **Junior** school(s) should be shown in the preference boxes below in priority order. The booklet gives a detailed explanation of the equal preference system. You do not have to show a second or third preference if you do not wish, although you are strongly recommended to do so. You can express a preference for any **Junior** school, including Voluntary Aided (VA) or Academy Schools, within any Local Authority (LA). **Please do not use this form to apply for a primary school place**. You will need to complete an In-Year application in June 2024 as any such request has to be considered for a place in an existing year group and is dealt with under the In-Year admissions scheme. As there is no guarantee that places within a primary school will be available, please make a **Junior** school transfer application by the closing date so that your child is not disadvantaged and can be considered alongside other children for whom Junior school preferences have been made.

Please consider your preferences carefully as, after the closing date, if you decide to change your school preference (or preference order) your original application will be withdrawn, and your child will NOT be considered for a school place in the first round of allocations even if the original application was received before the closing date. (See booklet for further details)

Completion of the boxes does not guarantee that a place can be offered to your child at one of these schools. Every effort will be made to offer you a school of your preference. However, if schools receive more applications than places available, the admissions criteria will be used to decide which children can be offered places. **Please note that all preferences are considered equally and if your child qualifies for a place at more than one school you will be offered your highest preference school.**

When completing your preferences if there is more than one school with the same name, please also include the area in which the school is situated.

My 1st Preference school is:	
Postcode of School	
My 2nd Preference school is:	
Postcode of School	
My 3rd Preference school is:	
Postcode of School	

Please tick any of the following reasons for your school preference(s). You may tick as many reasons as you like for each preference.

You may give reasons for your school preferences including religious or philosophical ones which all admission authorities will have regard to, but you should note that all allocations must be made in accordance with the published admissions criteria if a school is oversubscribed.

Preferences	1st	2nd	3rd
Older sibling in preferred school (see also sibling section below)			
Distance (home to preferred school)			
Medical Reasons			
Religion or Faith			
Staff			
Other reasons (Please specify what these reasons are)			

SIBLINGS (see booklet for definition of a sibling)

If, in September 2024, this child has an older brother or sister who will be in attendance at one of your preferred schools or a younger sibling at the paired infant school (see Admissions booklet for details of paired schools) please give the details below:

First Name	
Middle Name(s)	
Last Name	
Date of Birth	Day Month Year
Gender	Male ☐ Female ☐
Home Address	
	Postcode
Current School	

SECTION 3 - VOLUNTARY AIDED DENOMINATIONAL and ACADEMY SCHOOLS

If your preferences include Voluntary Aided (VA) or Academy schools, you should read the school's published admission criteria as this may be different from those used for Community schools.

Details of any supporting evidence they may require will be given in their admissions criteria and this evidence should be sent to the school direct. As well as completing this application form certain VA or Academy Schools require you to complete a supplementary information form (SIF), copies of which are available from the schools direct or on their website. Please see their admissions criteria for details of which schools require a SIF.

If one or more of your preferences is for a place at a school that uses Faith as part of its admission criteria, the following information may be useful to the schools when considering your application under their admissions criteria:

	Church of England	Catholic	Other (please specify
Denomination (please tick appropriate box)	☐	☐	☐

Is your child baptised? YES ☐ NO ☐

NB: If you have answered YES and are applying for a Catholic school, a copy of the baptismal certificate must be sent to the school direct by the closing date. Please tick this box if you have sent a baptismal certificate to the school direct ☐

Name of church where you currently worship

Name of parish Priest/minister

If you are applying for a school that uses Faith as part of the school's admissions criteria, it will give details of the church evidence they require. Please tick this box if you have sent this to the school direct ☐

SECTION 4 – APPLICANT DETAILS (details of adult responsible for applying for the school place for the child)	
Title (Mr/Mrs/Ms/Miss)	
First Name	
Last Name	
Address (if different in Section 1. See notes and provide your current address if you are in the process of moving)	**Postcode**
Telephone No. (daytime)	

I would like to receive my offer of a school place via email: Yes ☐ No ☐

Email address	
Relationship to pupil	Mother ☐ Father ☐ Step Parent ☐ Foster Parent ☐ Social Worker ☐ Other Relative ☐ Other Family Member ☐ Other ☐

Do you have parental responsibility for this child? Yes ☐ No ☐

If you do not have legal parental responsibility for the child, you must provide an accompanying letter from a person with legal parental responsibility granting you the authority to make the application on their behalf.

UK Service Personnel. Are you a UK service personnel (or crown service) family returning from overseas with a confirmed posting to the area. An official letter declaring the relocation date, unit postal address or quartering area address should be provided. **YES / NO**

SECTION 5 – DECLARATION - PLEASE SIGN AND DATE THIS FORM BELOW

You should note that the offer of a school place can be withdrawn by the LA even after your child has started school if, at a later date, it is established that the place was offered on a basis of false or misleading information. If you knowingly give false information in order to obtain a school place you could be prosecuted for the offence of fraud by false representation under the Fraud Act 2006 or any other appropriate act.

If false information is provided your application will be void and you will be required to submit a further application. If this is received after the published closing date it will then be regarded as a late application. If it is found that a sibling currently at the school was also offered a place on the basis of false information, then for any further applications received the authority will discount the sibling's connection.

In fairness to all parents the Council reserves the right to require documentary evidence of the genuineness of the family address and, if this is not produced, the Council reserves the right to make its own enquiries with, for example, the Council Tax Offices and other authorities.

All applicants for should ensure that they have read **'A Primary School for your Child in Bath & North East Somerset 2024/25'**

General Data Protection Regulation 2018

The information that you give on this form will be used for the purpose of processing your application for a school place & school transport where appropriate for your child. The information may be shared with schools, the Department of Education, and where relevant and pertinent to your application, diocesan bodies, appeal panels and other Council Departments for the purposes of verifying the accuracy of the application and if you are also applying for a school outside of Bath & North East Somerset, with LAs and schools in their area.

Signature		Date	

Please return the form by 15th January 2024 either by email to admissions_transport@bathnes.gov.uk or to our postal address of: The Admissions & Transport Team, Bath & North East Somerset Council, Lewis House, Manvers Street, Bath, BA1 1JG.

If you require confirmation of your application being received and have sent your application by post, please include a stamped addressed envelope with this form. This document can be made available in a range of languages, large print, Braille, on tape, electronic and accessible formats. Please contact The Admissions & Transport Unit on 01225 394312 for further information