









Application for the admission of a child to a Palladian Academy Trust school during the academic year (in-year admission)

The Palladian Academy Trust schools are:

School	Address	Contact details	Logo
Combe Down C of E Primary School	The Log Cabin Church Road, Combe Down Bath BA2 5JQ	01225 840324 office@combedown.com www.combedown.com	 COMBE DOWN CEVC Primary School
Oldfield Park Infant School	Dorset Close Bath BA2 3RF	01225 422903 office@oldfieldpark- inf.bathnes.sch.uk www.oldfieldparkinfants.co.uk	 Oldfield Park Infant School
Oldfield Park Junior School	Lymore Terrace Bath BA2 2JL	01225 423 477 office@oldfieldparkjuniorschool.com www.oldfieldparkjuniorschool.com	 OLDFIELD PARK JUNIOR SCHOOL
Ralph Allen School (secondary school)	Claverton Down Road Bath BA2 7AD	01225 838901 enquiries@ralphallenschool.com www.ralphallenschool.com	
St Martin's Garden Primary School	Lympsham Green, Odd Down, Bath BA2 2UN	01225 832112 school@stmartinsgarden.org.uk www.stmartinsgarden.org.uk	 St Martin's Garden PRIMARY SCHOOL
St Philip's C of E Primary School	Bloomfield Rise Odd Down Bath BA2 2BN	01225 837946 mail@stphilips-school.org www.stphilips-school.org	 St Philip's
Widcombe Infant School	Archway Street Bath BA2 4JG	01225 421998 widcombeinfants@widcombeinfants. bathnes.sch.uk www.widcombeinfantschool.co.uk	 Widcombe Infant School
Widcombe C of E Junior School	Pulteney Road Bath BA2 4JG	01225 310139 admissionscom@widcombejuniorsch ool.com www.widcombecejuniorschool.co.uk	

For school office use only:	Date of receipt of this application	
Please note that the application process can take up to 15 school days before you know if a place can be offered		

Before completing this form, please read the important information set out on the last page. Answer all questions fully and tick 'Yes' or 'No' where provided.

Section 1: Your requirements

1.1 Which school are you applying for?	
1.2 In which year group is the place required?	
1.3 When is the place required from? day/month/year:	
1.4 Reason for application (eg moving into B&NES; moving within B&NES, not moving but wanting to change schools; not moving but child currently being home educated (HE):	
1.5 If unsuccessful do you wish to be added to the school's waiting list?	

Section 2: Your child's details (the child who is the subject of this application)

2.1 Legal surname				
2.2 First name and middle names				
2.3 Date of birth day/month/year		Male or female?		
2.4 Current home address & postcode				
2.5 Does your child hold European Economic Area citizenship?	Yes		No	
2.6 Is your child currently on the roll of a UK school? (Please tick)	Yes		No	
If 'Yes' please provide the name and address of the school				
If 'No' when did he/she last attend school? Name of school, and month/year:				
2.7 Is your child currently being home educated?	Yes		No	
If Yes, please give date home education started and, if appropriate, details of the previous school attended				
If your family is currently moving house and you would like this application to be considered on the basis of your child's future home address, you must enclose a copy of the 'Contract of Exchange' document or a minimum six-month tenancy agreement with this application. Please note that applications based on a new home address will only be considered within six weeks of a confirmed moving date.				
2.8 Is your child currently a 'Looked After Child' - a child in the care of a Local Authority? (Please tick)	Yes		No	
2.9 If 'Yes' (currently in care) which Local Authority is responsible for your child?				
If 'No' has your child previously been in the care of a Local Authority and subsequently adopted, or been made the subject of a child arrangements or special guardianship order?	Yes		No	
2.10 Is your child a registered carer for another person?	Yes		No	
2.11 Does your child have an Educational Health Care Plan issued by a Local Authority? (Please tick)	Yes		No	
If 'Yes' which Local Authority issued the EHC Plan?				
Does your child have a registered support worker?	Yes		No	
2.12 Does your child have any Special Educational Need, disability or medical condition the school should be aware of?	Yes		No	

If Yes, please provide further information:				
2.13 Is your child currently entitled to receive free school meals?	Yes		No	
2.14 Does your child have any siblings currently attending the school for which you are applying? A sibling definition is set out in the published Admission Arrangements (please tick).	Yes		No	
If 'Yes' enter the details of one sibling, or other child, who lives at the same home address (provided in Section 2) and who is currently registered on the roll of this school ^{1 2} :				
Legal Surname				
Forename				
Date of birth day/month/year				
Brother/sister/other				
Please enter the address at which your child lives for the majority of his/her time				
How long has he/she lived at this address? Years / months or weeks				
Are there any shared residency arrangements in place for your child? (Please tick)	Yes		No	

Section 3: Applicant details (the person completing this form)

3.1 Surname				
3.2 Forename				
3.3 Title Mr/Mrs/Miss/Ms/other				
3.4 Your relationship to this child (Parent/ carer/ other)				
3.5 Do you live at the same address as the child you are applying for (Please tick)	Yes		No	
If 'No' then please provide your full address for communication purposes				
Telephone number				
Mobile number				
Email address				
3.6 UK Service Personnel: please indicate if you are a family of the regular UK Armed Forces being posted to the area or are a Crown Service / Diplomat family returning from overseas				
	Yes		No	

Section 4: Previous School details

4.1 Has this child been permanently excluded from school?	Yes	No
4.2 If Yes is this their first permanent exclusion?	Yes	No
4.3 Is this child on Stage 2 or above of the school's Discipline Code?	Yes	No
4.4 Is your child known to or working with any other external agency? (Eg Children Missing Education. Behavioural Support / Social Worker)	Yes If Yes, please	No

¹ If applying for Widcombe Infant or Widcombe Junior School, please note if a sibling attends either of these schools

² If applying for Oldfield Infant or Oldfield Junior School, please note if a sibling attends either of these schools

	give details	
4.5 Attendance: For the last 12 month education period has this child reached:	Over 80% attendance	Under 80% attendance
Dates attendance period calculated	From	To
Note: if child is in the current Reception age group please indicate attendance level from start of the academic year rather than the 12 month period which is required for all other age groups. If attendance is under 80% the school should provide a copy of the registration certificate for the last 12 month period so that it can be submitted with this form.		
4.6 To be completed by child's current/most recent school		
The headteacher or another member of school staff on behalf of the headteacher (eg head of year) can provide the information, but not the parent/carer. The school stamp should be added. Failure to have this section completed will delay the application.		
I have not provided a registration certificate as attendance is confirmed as above 80% over the last 12 month education period taken from the date of application		
I have provided a copy of the registration certificate as attendance is confirmed as below 80% over the last 12-month education period from the date of application		
School name and telephone number		
Name of person completing this declaration		
Position in school		
Signature		
School stamp		

Section 5: Declaration and signature

In order for this application to be considered, the applicant must provide his/her signature and enter the date on which the application was completed. In doing so the applicant confirms that:

The information provided on this application form (and any other information that may be provided in support of this application) is accurate to the best of the applicant's knowledge and not intended to mislead in any way.

In the interest of your child's school placement, the information you provide may be shared with the Area Behaviour and Attendance Partnership Panel, the Local Authority, and other Local Authorities and schools in the area.

The applicant is legally responsible for the child concerned or that he/she has appropriate consent from the legally responsible party to permit the submission of this school place application.

A school place allocated as a result of the information provided may be withdrawn if this information is subsequently found to be fraudulent or intentionally misleading.

Data Protection Act. The information you provide on the application form, and any additional information you wish to provide will be used for the purpose of allocating a school place for your child. We will share the information internally within the school and with the Local Authority. We will safeguard your personal details and will not divulge them to any other individuals or organisations for any other purposes.

Signature of Applicant

Date:

Important information to assist the completion of the In-Year application form

The Palladian Academy Trust is the Admissions Authority responsible for all admission decisions in connection with the school. The Trust has delegated the decision making process to the governing body of the individual schools. The In-Year application form is designed to ensure that applying for a place at the school is made as simple and straightforward as possible and that applicants are only asked to provide information essential to the decision making process. An electronic copy of this form can be downloaded from the school website.

You may hand-deliver your application to the school office, or send it to the school by post or email attachment. Applications should be addressed to Admissions at the relevant school.

Further help with the understanding or completion of this form is available from the school office.

Please read the following information carefully before completing your application:

- Complete this application form only if you are applying for a child to start at the school **during** the academic year.
- A separate application must be submitted for each child that you would like to join the school roll.
- Before submitting, check that you have provided all the required information and **signed and dated** your application.
- Depending on the information you provide, it may be necessary for the Admissions Committee to discuss your requirements with you in more detail, or to request additional information to support your application. Please ensure that your contact details are entered correctly.
- The Admission Authority's decision will be notified to the applicant, in writing, within 15 **school** days of receipt of the application form.
- You are encouraged to refer to the school's Admission Arrangements published on their website before completing your application form.
- The governors support Fair Access for all children. Where they are unable to provide a school place, an application may be referred to Bath and North East Somerset Local Authority in order that a suitable alternative school place can be identified without delay.
- If your application is unsuccessful, you have the legal right to appeal against the Admission Authority's decision.