

**Section 4 - details about parent/legal guardian making this application**

Title:  Forename:

Surname:

Parent/legal guardians address at time of application (*only complete if different from child's address*):

Telephone number(s): home:

mobile:

work:

What is your relationship to the child (please mark with a X):

Mother  Father  Other  Step-Parent  Relative  Social Worker  Foster Parent

Family member (lives in same household)

If you do not have parental responsibility for this child please mark with an X

Please give details of relationship:

Applications should be returned directly to Derbyshire County Council, Admissions and Appeals Team, Children and Younger Adults Department, St Helena Centre, Sheffield Road, Chesterfield, Derbyshire S41 7LU or via any Derbyshire secondary school.

If any of your preferences are for foundation or voluntary aided schools, you may need to complete a supplementary information form, details are provided in the schools own prospectuses. It should be noted that the supplementary form is not an application form in its own right but is essential to enable those schools that require the information to consider your preference fully. Supplementary forms must be returned direct to the school concerned and not the Admissions and Appeals Team.

**Declaration:** I have read and understood all the information provided in the application pack. I confirm that the above named child is permanently resident at the address stated. I certify that the information given by me on this form is complete and true and I understand that the County Council/other admission authorities will take such steps as they consider necessary to verify the same. I note that misleading or fraudulent information could result in the withdrawal of any offer of a school place.

Signed:

Date:

Privacy Notice. Your information will be held securely and used in accordance with the Data Protection Act. The information supplied will be used solely for school admissions, admission appeals, home to school transport and tracking of children purposes. Details contained on this form will be retained by the Local Authority in line with our retention of records policy. Information will only be shared with the Council, other relevant admission authorities, the Independent Appeals Panels, the DCSF and for internal use. If you wish to access the information you should contact the Council.

## IN-YEAR APPLICATION FOR ADMISSION TO SECONDARY SCHOOL (AF5)

This form is to be used to apply for places at all Derbyshire schools (this includes Community, Controlled, Foundation and Voluntary Aided schools). Derbyshire residents may also use this form to apply for places in Derby City schools. It should be completed by the child's parent/legal guardian. Before completing this form it is important that you have read all the information provided and the How to apply for a place at Secondary School - a parents guide. Please complete all sections as appropriate in **BLOCK CAPITALS and black ink or you can apply online at [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions) using our in-year application secondary application facility.**

If your child has a Statement of Special Educational Needs (SEN) you should contact your caseworker in the SEN Section at County Hall. The admission of children with statements of special educational need are dealt with through their Statement - **you do not need to complete this form.**

**Section 1 - details about your child**

Child's legal forename:

Child's middle name(s):

Child's legal surname:

Date of birth:   /   /

Child's address at time of application:

Do any of the following apply to the child?

A child in the care of a local authority  Traveller  Refugee/asylum seeker

**Section 2 - educational history**

Current school name:

Start date:

Reasons for change of school:

(If due to change of address please give date of removal. Use additional sheets if necessary)

In order to obtain information in support of your child's proposed admission to another school, your child's current school may be notified of this application. If for any reason you do not wish your child's current school to be notified of your request please tick the box below:  
I do not consent to my child's current school being notified of this request

**Previous schools**School name: Start date:  Leaving date: Reasons for change of school:  
School name: Start date:  Leaving date: Reasons for change of school:  
School name: Start date:  Leaving date: Reasons for change of school:  

It would be helpful if you could identify if any of the following circumstances apply to the child:

 Permanently excluded  Previous attendance problems Returning from secure accommodation**Section 3 - your school preferences**

You are invited to name 3 schools - these must be in priority order. When deciding on your preferences consider carefully how your child will travel to school and you should refer to How to apply for a place at Secondary School - a guide for parents, for the home to school transport policy.

On the opposite page enter the name(s) of your preferred schools in priority order; remember where a child qualifies for more than one offer of a place, a place will be offered at the highest priority school only. You may use the spaces provided to give any additional information you think the admission authority for the school should know about in considering your application. Where applicable, you may wish to include any religious or philosophical convictions. If you want to include more information than there is space for in the boxes you should enclose a separate sheet with your child's full name, address and date of birth clearly marked.

Date place required from :  /  / **Preference 1**School Name: Additional Information/Reasons:  

Give details of any brother or sister who is attending this school:

Sibling Legal  Surname: Date of Birth:  /  / Sibling Address/Postcode  
Only complete if address is different from main child's address on page 1  
**Preference 2**School Name: Additional Information/Reasons:  

Give details of any brother or sister who is attending this school:

Sibling Legal  Surname: Date of Birth:  /  / Sibling Address/Postcode  
Only complete if address is different from main child's address on page 1  
**Preference 3**School Name: Additional Information/Reasons:  

Give details of any brother or sister who is attending this school:

Sibling Legal  Surname: Date of Birth:  /  / Sibling Address/Postcode  
Only complete if address is different from main child's address on page 1