

Request for Admission Out of the Normal Age Group

Primary to Secondary School (Yr 5)

This application form should be used to request a delay to your child's Secondary School place.

Before completing the request, you must submit an On-Time Primary to Secondary application for your child's normal age group. Please visit

https://www.swindon.gov.uk/info/20071/school_places_and_admissions/424/secondary_school_places_and_admissions to access the application, see the important dates and **when you will be notified of the outcome.**

Please note, if the request for admission out of the normal age group is refused, you must decide between two options:

- accept the offer of a place in Year 7 in the school year following your child's 11th birthday (meaning they would progress from Year 5 to Year 7)
- refuse that offer and make an in-year application for your child to be admitted to Year 8 in the September following their 12th birthday (meaning they will progress from Year 6 to Year 8)

This means the child will have no option but to miss either Year 6 or Year 7.

The application should be returned by email to schooladmissions@swindon.gov.uk

Section 1: Child's Details

Please enter the child's legal name as it appears on their birth certificate (or adoption certificate) unless their name has been changed legally.

The address must be where the child resides for most of the week with their parent or carer. Where a child has a joint address, the address where the child benefit and/or child tax credit is paid will be taken as the child's address.

Where the child's most recent school was not in the UK, then a copy of the child's passport must be provided alongside this application form.

I can confirm that the child is a resident in the United Kingdom: Yes No

Legal Forename (s)		Legal Surname	
Date of Birth		Gender	
Current Home Address			
Current School			
Does the child have a Statement of Special Educational Needs or Education Health and Care Plan or is undergoing statutory assessment?			
If the child has an Education Health and Care Plan (EHCP), please do not continue with your application. Please contact the SEND Service (SENDSERVICE@swindon.gov.uk) who can advise you of the process to follow.			
If the child is under assessment, you should continue with this application and provide details below:			

Has the child previously been looked after or is currently looked after? (If the child is currently looked after, has previously been looked after or is subject to a residence or special guardianship order, please provide information and a copy of any relevant order.)	
If Yes, in which Local Authority?	
Date the child became looked after:	

Is the child known to Social Services?	
If Yes, name of the Social Worker:	
Contact Details for the Social Worker:	

Section 2: Applicant Details

This is the details of the individual applying for the child.

Title		Forename		Surname	
Relationship to Child					
Home Address					
Contact Number					
Email Address					
I confirm I have parental responsibility for the child (If you do not have parental responsibility, you may not apply for a school place)	Yes		No		
Are all parties with Parental responsibility for the child in agreement with the application?	Yes		No		

Section 3: School Preferences

Please provide up to three schools that you would like to consider the request for admission out of the normal age group. Any preferences for schools outside of the Swindon Borough Council area will be forwarded to the relevant Authority for consideration.

Please note, you will only be able to apply for the school/s that have agreed to the request for admission out of the normal age group.

1st Preference School:	
2nd Preference School:	
3rd Preference School:	

Please explain your reasons for requesting admission out of the normal age group:

(please include all information you feel is important for the schools to consider when making their decision)

Please attach any supporting documentation where necessary.

Section 4: Declaration

I confirm that I have read and understood the **Guide to School Admissions**. The guide can be found at www.swindon.gov.uk. I understand that the School Admission Authorities reserve the right to check the information given on this form. Any offer of a place will be on the basis that the information is accurate. I confirm that the information is correct and that providing false, misleading or fraudulent information may result in a place being withdrawn.

Personal information contained in this form is subject to the Data Protection Act 2018. Data may be exchanged with other local authorities and central government where necessary as part of the admission process. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided as part of this application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

The council has produced privacy notices for its services detailing how we will handle your data, more information can be found on the https://www.swindon.gov.uk/directory_record/23132/swindon_school_admissions_privacy_notice page.

Declaration: *I confirm that the above information is correct and that **all** parties with parental responsibility agree with this application.*

Signed (applicant):

Date: