

# APPLICATION FOR A SCHOOL PLACE



## Section 1: Application Details

Child's details			
Forename		Middle name	
Surname			
Gender	Male / Female	Date of birth	
Address information			
Current address (including overseas addresses)			
Flat no / building name			
Number / street			
Town		Post Code	
New address details if you are moving home			
Flat no / building name			
Number / street			
Town		Post code	
Expected date of move			
Contact details for parent or carer			
Mr/Mrs/Miss/Ms		Forename	
Surname		Phone (home)	
Email address		Phone (mobile)	
Relationship to child		Do you have parental responsibility?	Yes / No
Do you confirm that everyone who qualifies as a 'parent' under education law is aware of this application and agrees with the content, including the names of preference schools?			Yes / No
School(s) you want to apply for		Details of brother or sister on roll at preferred schools(s)	
1		Name	
		DOB	
2		Name	
		DOB	
3		Name	
		DOB	
Required start date		Current Year Group	
Application for a Faith School			
If you have included a faith school amongst your preferences, please provide the information below and contact the school to see what evidence you will need to provide to receive a faith-based criteria for your application			
What is your religion?		Date and place of Baptism (If applicable)	
Children of Staff			
Some schools give priority children of staff in their oversubscription criteria. Please include the information below and refer to the school's admission arrangements for further information			
Name of staff member and school		Relationship to child	

<b>About your child</b>			
Is your child a looked after child (LAC) in the care of the local authority?	<b>Yes/No</b>		
Was your child a looked after child immediately prior to becoming adopted, or subject to a residence order or special guardianship order?	<b>Yes/No</b>		
Was your child in care overseas before becoming adopted?	<b>Yes/No</b>		
If yes, please provide the care authority or the country for overseas adoptions			
Are you and your family seeking asylum?	<b>Yes / No</b>	Date of arrival in UK	
What level of English does your child speak? Please note that this information will not be used in the processing of your application, it will be provided to the offered school to aid transition			<b>None / Basic / Fluent</b>
What language does your child speak at home?			

<b>Exceptional social or medical reasons</b>	
<p>Priority is given at some Solihull schools for exceptional social or medical reasons, although there will be very few circumstances where only one school can accommodate a child. Decisions on social or medical grounds are made independently of the school. More information can be found on our website. You must send independent supporting information if you want your reasons to be considered. Requests without independent evidence will not be considered.</p>	
Name of school	Info attached <input type="checkbox"/>

<b>Reasons for your application</b>
<p>Please provide the reasons for requesting a transfer to another school</p>          

<b>Current or previous school / provision</b>	
Current / previous school Name	
School address	
School contact email	
Is your child still attending this school?	<b>Yes / No</b>
Is your child still on roll at this school	<b>Yes / No</b> If no, please provide date of leaving
Is your child currently Electively Home Educated?	<b>Yes / No</b>
If you are ceasing to home educate your child, please provide reasons below	
If a place cannot be offered at your preferred school(s), would you like an alternative offer at the nearest school with a vacancy?	*Alternative needed / continue at current school / continue to home educate *delete as appropriate

<b>Education history</b>	
Has your child ever been suspended or permanently excluded from school?	<b>Yes / No</b>
<i>If yes, give dates of fixed term and/or permanent exclusions</i>	
Has your child had a managed move or off-site direction to another school?	<b>Yes / No</b>
If yes, please provide school name and dates	
Are any other agencies involved with your child? i.e. CAMHS, social worker, family support worker	

## Section 2: School Information (must be completed by the school / provision )

Child Details			
Child Forename		Child Surname	
Date of Birth		Year Group	
Is the child taught out of chronological year group?	<b>Yes / No</b>	If yes, in which year group?	
School name			
School Address		Local Authority Area	
Special Educational Needs support			
Does the child receive support for SEN in school?	<input type="checkbox"/> SEN support	<input type="checkbox"/> EHC plan	
Services and strategies used to support this child			
Attendance			
Attendance % for current academic year			
Attendance % for previous academic year			
Are there any issues relating to attendance? If so, please provide details			
Is the child still on roll of your school?	<b>Yes/No</b>	If no, please provide date of last attendance	
Other Agency Involvement			
Are any other agencies involved with this child? If so, please provide details and contact information			
Attainment			
Key Stage results	English	Mathematics	Science
For secondary aged children please provide a copy of the most recent report			Info attached <input type="checkbox"/>
For GCSE age pupils please attach a list of examination subjects, boards, and predicted grades.			Info attached <input type="checkbox"/>
Behaviour			
Number of Suspensions	Total number of days	Dates	Reason for Suspension
Has the child received a permanent exclusion?		<b>Yes / No</b>	
If yes, please provide reason and date			
Has the child been subject to a managed move or off-site direction?		<b>Yes / No</b>	
If yes, please provide school name and details			
What steps have been taken to avoid the need for a change of school?			
Other Information			
Please provide any other information that a new school or provision should be aware of in relation to this application			
School declaration			
Not all applications lead to an offer of a new school place. The circumstances of this application and the information provided must remain confidential. Please confirm that the Head Teacher or a member of the Senior leadership team is aware of this request to change school <input type="checkbox"/>			
Signed		Position	

## Section 3: Declaration

### Declaration and consent to share information

- ⓘ **The information provided on this application form will be used to process your application and to ensure that the council's records are correct. We may pass this information on to other organisations to confirm details, to protect public funds, prevent and detect fraud and crime or as required by law. For further information on data sharing please visit the council website at [www.solihull.gov.uk](http://www.solihull.gov.uk) and view our privacy notice.**

I confirm that everyone who qualifies as a 'parent' under education law is aware of this application and agrees with the content, including the names of preference schools.

I certify that the information, which I have provided, is correct and that I am aware that giving false information may result in any offer of a school place being withdrawn.

I give my consent for the school admissions team to contact relevant agencies to validate the information on this application.

**Signature of parent** ..... **Date** .....

### Checking your application

Before posting your application, please check that you have enclosed all necessary documents. This will enable us to process your application more efficiently.

- Have you completed sections 1 and 3 of this form?
- Has your child's current or most recent school completed section 2 of this form?
- If you have moved house, have you included relevant documents as proof of your new address and proof that you have moved out of your previous home? See our website for more information.
- If you are applying for a faith school, have you contacted the school to check what evidence of your faith you need to provide? You may need to complete a supplementary information form or provide them with additional evidence for them to consider against their oversubscription criteria.
- Have you checked and signed the form?

**If the application is incomplete, it will be returned to you.**

You can email your application to: [admissions@solihull.gov.uk](mailto:admissions@solihull.gov.uk)

**Or by post to:** Solihull Council  
School Admissions  
Manor Square  
Solihull  
B91 3QB

**Or by hand to:** Solihull Connect Centres

**More information on the process can be found on our webpage:** [www.solihull.gov.uk/admissions](http://www.solihull.gov.uk/admissions)