**Admission to reception/junior class - September 2018**

The deadline date for receipt of this form is **16 February 2018**

|  |
| --- |
| **Please complete this form if your child is:-**   1. **starting school in a reception class for the first time** 2. **moving from an infant school to a junior or primary school** |

**Child’s details**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of current school |  | Child's forenames |  |
|  |  |  |  |
| Child's surname |  | Gender (m/f) |  |
|  |  |  |  |
| Date of birth (dd/mm/yyyy) |  |  |  |
|  |  |  |  |
| Home address |  | | |
|  |  | | |
|  |  | | |
|  |  |  |  |
| Postcode |  |  |  |
|  |  |  |  |

**Your choice of school**

|  |  |
| --- | --- |
| **First Preference** |  |
|  |  |
| Name of preferred school (for September 2018) |  |
|  |  |
| Will any sibling (s) already be attending your preferred school in the academic year 2018-2019? | Yes/No : |
|  |  |

|  |  |
| --- | --- |
| **Second Preference** |  |
|  |  |
| Name of second preferred school (for September 2018) |  |
|  |  |
| Will any sibling(s) be already attending your second preferred school in the academic year 2018-19? | Yes/No : |
|  |  |

|  |
| --- |
| **It is strongly recommended that you select a second preference school** |

**NB**

**All first preferences will be met, except where the number of applications exceeds the number of places available. In such cases, places will be allocated in line with the Admission Policy for 2018-19, which can be found on the authority's website** [**http://www.bridgend.gov.uk/services/schools/school-admissions.aspx**](http://www.bridgend.gov.uk/services/schools/school-admissions.aspx)

**Additional Information**

|  |  |
| --- | --- |
| Is the child from a family of current service personnel? | Yes/No : |
|  |  |
| Is the child looked after or previously looked after by the local authority?  (see overleaf for further details) | Yes/No : |
|  |  |
| Does the child have a statement of special educational needs?  (see overleaf for further details) | Yes/No : |
|  |  |
| Does the child have any medical/social/psychological conditions which would impact on your choice of school? (see overleaf for further details) | Yes/No : |

If you have answered yes to any of the above questions please give details and provide evidence in the space below

(Additional information can be scanned and emailed along with this form if necessary):

|  |  |
| --- | --- |
| Please state if you have attached supporting evidence with this application form | Yes/No : |

**Your details**

|  |  |
| --- | --- |
| Your name |  |
|  |  |
| Relationship to pupil |  |
|  |  |
| Email |  |
|  |  |
| Tel. No |  |
|  |  |
| Mobile Tel. No |  |

Please certify that the information provided on this form is accurate. I understand that withholding information or giving false information may result in the withdrawal of an offer of an admission place Yes/No:

Date:

Please state if you wish for future communication with you to be in Welsh? Yes/No:

**Please notify Learner Support immediately if there is any change to your permanent address.**

When completed please save and email this form to:

[pupilservices@bridgend.gov.uk](mailto:pupilservices@bridgend.gov.uk)

**Tel: 01656 642637**

**Important information and guidance**

**Important Information**

* Attendance at a nursery class within a primary or infant school does not guarantee a place in the school's reception class. An application form **must** be submitted for a reception class place
* All first preferences will be met, except where the number of applications exceeds the number of places available. In such cases, places will be allocated in line with the Admission Policy for 2018-2019, which can be found on the authority's website http://www.bridgend.gov.uk/services/schools/school-admissions.aspx
* An application may only be made by the parent(s) or legal guardian(s). If you are not the parent(s) or legal guardian(s) then you must arrange for the application form to be completed by the parent(s) or legal guardian(s), or, provide written permission from them. If you are the legal guardian(s), you will need to prove this by providing official documentation
* If information relating to your home address is found to be falsified this will lead to an offer of a place being **withdrawn** (please refer to the local authority’s Admission Policy 2018/2019)

* If you apply for a school other than your local catchment school, you will be responsible for your child’s transportation to and from school
* When considering whether a child lives in a school’s catchment area, it is the permanent address of the child that the local authority considers to satisfy the admissions criteria, irrespective of a family’s domestic arrangements.

If you are currently in the process of moving address and wish to apply for the school that will be your local catchment once you have moved property, to be deemed in catchment you will need to provide the Local Authority with evidence which may include proof of purchase from your solicitor or a tenancy agreement by the published closing date, that the child will be resident within the defined catchment area by the commencement of the school term to which the application relates.

**Guidance**

* Looked after Child is a general term for children cared for by the Local Authority, whether this is in a children's home, foster care or living with their natural family
* A Statement is a document which sets out a child's SEN and any additional help that the child should receive

Children recommended for placement for medical, psychological, or social reasons i.e. young carers or special educational reasons (to satisfy the medical criterion parents must provide supporting evidence from a registered health professional. The evidence must set out why the named school is the most suitable school and what difficulties would arise if the child had to attend another school)

**Data protection**

Any information on this form will be held electronically and used by Bridgend County Borough Council for the purpose of processing your admission application.

We regard your privacy as important and comply with the Data Protection Act 1998. The full Data Protection guidance principles of the Authority may be viewed on our website [www.bridgend.gov.uk](http://www.bridgend.gov.uk).

Please note if you send this form back via email, the Council cannot be held responsible for any loss of data during transmission.

We will normally acknowledge receipt of all applications received within three weeks.