

School admissions application for

# an 'In-Year' school place

## When should I complete this form?

You should complete this form to apply for an 'In-Year' school place, where you currently live in the East Riding of Yorkshire. If you currently live outside the East Riding of Yorkshire, you should not complete this form, but instead, first approach your 'home' Local Authority, that is the county or unitary Council that serves the area in which you live. In-year admissions are normally for school places that are required for a minimum period of two half terms, to join an existing year group at a school, either for the current school year, or after the Easter holidays for the next school year. If you wish to apply to start a new school in the 'year of entry', then you should complete a different form which you can obtain from the School Admissions team.

Our Guide for Parents available online contains advice and information we recommend you consider prior to making an application including how places are allocated and how applications are processed. Currently 'In-Year' applications for school places cannot be made online, so please complete this form, save it and return it to us by email to [schooladmissions@eastriding.gov.uk](mailto:schooladmissions@eastriding.gov.uk) or post it to School Admissions, County Hall, Beverley, HU17 9BA. You can also email us to request an interactive version of this form.

The data you provide here will be used by East Riding of Yorkshire Council and may be shared with schools and the Department for Education for the purposes of providing for children's education and supporting your child's teaching and learning. For more information on how we use your data, you can view our privacy notice online at [www.eastriding.gov.uk](http://www.eastriding.gov.uk) or ask us for a copy.

## Child's details

Surname

Date of Birth

Forename(s)

Gender

Home Address

Post Code

Is this admissions application being made because of a change of address for this child? ☐

Does this child currently have an Education, Health and Care Plan (EHCP)? ☐

For the following five questions, please check the relevant box where applicable, and then provide more information in the box at the bottom of this page, or attach additional information to your application.

Is this child currently in the care of a Local Authority? ☐

Has this child previously been in the care of a Local Authority and then adopted or subject to a child arrangements order or special guardianship order? ☐

Is this child currently the subject of a Private Fostering Agreement? (living with someone who does not hold Parental Responsibility and is not a close relative for example, not a Grandparent, Aunt, Uncle etc)? ☐

Has this child either currently or previously, been permanently excluded from a school? ☐

Is this child's parent a serving member of the UK armed forces or crown servant? ☐

Additional  
information  
if applicable



EAST RIDING  
OF YORKSHIRE COUNCIL

Child’s current or previous school

Name of school that this child currently, or most recently attended

If this school is outside the East Riding of Yorkshire please provide address/contact details here

Please check this box if this child is still attending the school named above

☐

If the child is no longer attending the school named above, what date did they stop attending?

What date would you prefer this child to start a new school? Please note for changes of school from the same address, start dates are usually at the start of a new school term

Briefly, is there any information related to your request that may be relevant to the admission authority?  
*For example, if you are requesting a change of school due to a future change of address, please provide details here of that new address and date of expected residence.*

Parent/Carer’s details

Surname		Title	
Forename		Relationship to Pupil	
Correspondence Address (if different)		Post Code	
Email Address		Mobile Phone	

Please check this box to confirm you have full parental responsibility for the child named above

☐

Please check this box to confirm that you are in agreement with any others with parental responsibility regarding this application. If this is not the case you should not proceed at this time, and seek further advice

☐

If you do not have parental responsibility, please explain here why you are making this application

Your preferences

You can name up to three schools as preferences. We recommend that you consider your **catchment school** as one of your preferences, and also consider how your child would get to any school you name as a preference. If you are applying for a school on the grounds of religion or belief, you may need to also complete a Supplementary Information Form available direct from the school.

my **first** preference is

if your child has a sibling that attends this school please provide their name(s) and date(s) of birth here

please state your reasons for your preference in the box below, and attach any additional information you think necessary for the admission authority to consider.

example: I live in the catchment area for this school

my **second** preference is

if your child has a sibling that attends this school please provide their name(s) and date(s) of birth here

please state your reasons for your preference in the box below, and attach any additional information you think necessary for the admission authority to consider.

*example: I live in the catchment area for this school*

*continue on a separate sheet if necessary*

my **third** preference is

if your child has a sibling that attends this school please provide their name(s) and date(s) of birth here

please state your reasons for your preference in the box below, and attach any additional information you think necessary for the admission authority to consider.

*example: I live in the catchment area for this school*

*continue on a separate sheet if necessary*

## Declaration

By completing and submitting this application you are confirming that;

- all details provided are correct at the time of application. You must inform us of any changes to your circumstances between now and when places are allocated;
- your child currently resides in the East Riding. We will not be able process applications for non-residents, who should instead apply to their home Local Authority, unless your home Local Authority does not coordinate In-Year admissions;
- you currently have parental responsibility for the child named above. If you share this responsibility, you are confirming that all persons with parental responsibility are in agreement regarding this application. We will place on hold preferences where there is disagreement between those with parental responsibility.

Parent/carer signature

Date

East Riding of Yorkshire Council reserves the right to withdraw a school place at any time if the information provided in this application is untrue, misleading, or incorrect in any way.

Whilst every effort is made to process applications in good time before a place is required, our policies require that applications are administered for the current school year first, and then in the order that preferences were received. This may mean that at peak times, for example at the start and end of school years or in school holidays, applications may take longer to process due to the volume of applications received. Also, where your preference is for a school where the East Riding of Yorkshire Council is not the admission authority, or for a school that is located outside the East Riding of Yorkshire, decisions on admissions may take longer as they are not for the East Riding of Yorkshire Council to make.