



# LIGHTHOUSE SCHOOLS PARTNERSHIP

## In-Year Admission Application Form

**This Application Form must only be used in order to apply for a place required during the academic year at one or more of the schools affiliated to the Lighthouse Schools Partnership**

- In-Year admission applications are coordinated across the Lighthouse Schools Partnership. Therefore you may indicate more than one preference on this application Form and return it to your most preferred school (Full contact details are set out at the end of this application Form).
- Please complete one Application Form per child and enter all the required information.
- A decision will be issued to the applicant in writing within 10 school days of receipt of the completed Application Form.
- Applicants are encouraged to refer to the Lighthouse Schools Partnership Admission Arrangements before completing this Application Form (the Admission Arrangements are available to download from the school websites or upon request).

### Section 1: Your requirements

#### The Lighthouse Schools Partnership

Please indicate one or more schools in order of preference 1,2,3 etc.

Gordano School	
High Down Junior School	
High Down Infant School	
Portishead Primary School	
St Mary's Church of England Primary School	
St Peter's Church of England Primary School	

In which Year Group is this place required?

On what date is this place required? (dd/mm/yyyy)

School use only: Insert the date on which this application was received at the school

### Section 2: Your Child's details (the child who is the subject of this application)

Please enter the required detail or circle 'Yes' or 'No' throughout

First Name		Middle Name(s)	Last Name
Male	Female	Date of Birth (dd/mm/yyyy)	Registered Nationality

Please enter the home address at which your child lives for the 'majority' of his/her time (for more than 2.5 school days per week)

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How long has he/she lived at this address?	Enter:	Years	Months	Weeks
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Are there any formal shared residency arrangements in place for your child?	Yes	No
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**Please note:** If your family is currently moving house and you would like your child's future home address to be taken into account for admission purposes, you must enclose with this application a copy of the legal 'Exchange of Contract' document or a Tenancy agreement (minimum six month) signed by the landlord.

Does this child have European Economic Area Citizenship? (this will apply if he/she resides in the European Economic Area, which includes Great Britain)	Yes	No
Is this child a 'Looked After Child' - a child in the care of a Local Authority?	Yes	No
Is there an adoption, child arrangements or special guardianship order in place?	Yes	No
Does he/she have an Education Health and Care Plan (EHCP) in place or agreed at the time of application which names a specific school?	Yes	No
Does this child currently have a sibling attending any of the schools you are applying for? <small>Refer to the published Admission Arrangements for the definition of 'sibling'</small>	Yes	No
If 'Yes' enter below the details of a qualifying sibling		
<b>Last Name</b>	<b>First name</b>	<b>DOB: dd/mm/yyyy</b>
<b>School</b>		

### Section 3: Supporting Information

The information that you have provided in sections 1 and 2 will be used to help inform the admission decision. The published oversubscription criteria will be applied if there are more applications received at the same time than there are places available. A place will be offered in the year group requested only where a further admission would not '*prejudice the efficient delivery of education or the efficient use of resources*' or, where applicable, unlawfully breach the statutory Infant Class Size Limit.

If a place **can** be offered, the information you provide below will help the Admissions Committee to determine any specific support your child will require on joining the school.

If a place **cannot** be offered and your child is not on roll or attending a school at the time of application, the information you provide below will help the Admission Authority to identify whether he/she qualifies against one or more of the criteria set out in the North Somerset Council Fair Access Protocol. Where this is the case, the Admission Authority will refer your application to this council in order that an officer might engage with you and help secure a suitable educational placement without undue delay.

The Admission Authority or an appointed agent may contact you to discuss the information you provide, in order that your circumstances are clear and that you are supported as fully as possible throughout the In-Year admissions process.

Is he/she currently on the roll of a United Kingdom school?	Yes	No
If YES, please provide the name of this school		
If NO, when did he/she last attend school? <span style="float: right;">Enter month/year</span>		
Is he/she designated as a registered carer for another person?	Yes	No
Is he/she entitled to a Pupil or Service premium?	Yes	No
Does he/she have any special educational need, disability or medical condition that the school should be aware of ? <span style="float: right;">You may be contacted</span>	Yes	No
Does he/she have a registered support worker?	Yes	No

Are there any other factors that you would like the Admission Authority to be aware of?

**Section 4: Applicant Details** (the applicant is the person completing this form)

Please enter the required detail or circle 'Yes' or 'No'

<b>First Name</b>	<b>Last Name</b>		<b>Title</b>
<b>Your relationship to this child</b>	<b>Parent</b>	<b>Carer</b>	<b>Other</b>

Do you live at the same address as the child you are applying for	Yes	No
If 'No' then please provide your full address (include post code) for communication purposes		

<b>Land line telephone number</b>	<b>Mobile number</b>	<b>Email address</b>

**Section 5: Declaration and Signature**

This application will not be processed unless signed and dated by the applicant (if submitting by email insert an electronic signature. By submitting this Application Form, the applicant confirm that:

The applicant is legally responsible for the child concerned or that he/she has appropriate consent from the legally responsible party to submit this school place application

The information provided on this application form (and any supplementary information that may be provided in support of this application) is accurate to the best of the applicant's knowledge and not intended to mislead in any way.

The offer of a school place may be withdrawn if any of the information provided in conjunction with this application is subsequently found to be intentionally misleading or false.

Where this application is submitted as an attachment to an email, the applicant agrees and accepts full responsibility for the child's information being submitted via a non-secure email platform (subject to the conditions and requirements of the data Protection Act 1988). If this is unacceptable, this Application Form should be completed and submitted as a paper copy, to be posted or hand delivered

The information provided may be shared by the Admission Authority to the extent that is necessary to determine the school admission decision, subject to the requirements of the Data Protection Act 1988.

He/she is aware of the In-Year admission application process set out in Section 3 of the Admission Authority's published Admission Arrangements.

Applicant's Signature	Date: day/month/year

Gordano School St Mary's Road Portishead North Somerset BS27 3AQ Telephone: 01275 842606 Email: mailbox@gordanoschool.org.uk Academy website: <a href="http://www.gordanoschool.org.uk">www.gordanoschool.org.uk</a>	High Down Infant and Junior Schools Down Road Portishead North Somerset BS20 6DY Telephone: Infant 01275 843969 Email: highdown.inf@n-somerset.gov.uk highdown.jun@n-somerset.gov.uk Academy websites: <a href="http://www.highdownschools.co.uk">www.highdownschools.co.uk</a>
Portishead Primary School Station Road Portishead North Somerset BS20 7DB Telephone: 01275 843360 Email: school.office@portisheadprimary.co.uk Academy website: <a href="http://www.portisheadprimary.co.uk">www.portisheadprimary.co.uk</a>	St Mary's Church of England Primary School Church Road Portbury North Somerset BS20 7TR Telephone: 01275 372066 Email: stmarys.pri@n-somerset.gov.uk Academy website: <a href="http://www.stmarysprimaryportbury.co.uk">www.stmarysprimaryportbury.co.uk</a>
St Peter's Church of England Primary School Halletts Way Portishead North Somerset BS20 6BT Telephone: 01275 843142 Email: stpeters.pri@n-somerset.gov.uk Academy website: <a href="http://www.st-peters.n-somerset.sch.uk">www.st-peters.n-somerset.sch.uk</a>	

