



Knowsley Council

In-Year Primary Application

For use by parents/carers seeking admission or transfer to a Knowsley Primary School during the school year

Please name your Knowsley primary school preference below

1).....

SECTION 1 - CHILD DETAILS

Forename (s) Surname.....
 Legal Surname Date of Birth .../.../.... Male Female
 Child's home address
 Post Code
 Name of current or previous* school
 Date started at the school / /..... *If previous, date of leaving / /.....
 School address
 School Year Group: R 1 2 3 4 5 6 (Please circle)

SECTION 2 - PARENT / CARER DETAILS

Mr / Mrs / Miss / Ms (Please circle) Other title.....(Please state)
 Forename Surname
 Parent / Carer Address (if different from above).....
 Post Code
 Telephone number Email

SECTION 3 - FURTHER DETAILS (If you are unsure how to answer any of the questions below, please contact the School Admissions Team for advice)

Date school place required by? As soon as possible or by date/...../.....
(School have up to 15 school days to process your application, the date you state is to indicate when you would wish your child to be admitted but any start date would be confirmed by the school in the event of a place being offered)
 Is the application due to a change of address? Yes No
 If yes, when did the move take place?/...../.....
 What was the previous address?
 Does your child have an Education, Health & Care Plan? Yes No
(If yes, the school will not process your application but will notify the Special Educational Needs Team regarding your request)
 Is your child currently "looked after" by a local authority (in care) or were they previously "looked after" and now adopted, subject to a child arrangement order or special guardianship? Yes No
 If yes, please state the local authority the child is/was in the care of
 Please provide the details of any sibling currently on roll at the school of your named preference
 Name d.o.b ... /.../.... School

Please now turn over the page and continue your application

IF YOU ARE SEEKING A LOCAL TRANSFER, WE STRONGLY RECOMMEND YOU DISCUSS WITH BOTH THE CURRENT AND POSSIBLE NEW PRIMARY SCHOOL BEFORE TAKING A FINAL DECISION TO APPLY.

PLEASE NOTE: UNLESS A CHILD IS NOT ON A SCHOOL ROLL, TRANSFERS BETWEEN LOCAL SCHOOLS IN KNOWSLEY NORMALLY TAKE PLACE AT THE BEGINNING OF A TERM.

SECTION 4 - REASON FOR APPLICATION / ADDITIONAL INFORMATION

Please indicate your reason for making this application (Tick one box only)

- Bullying
- Distance to current school
- Moved in to Knowsley
- New to country
- Other
- School Issues

If you wish to provide any additional information about your reasons for application please do so Below (you can attach additional sheets if required)

SECTION 6 - PARENT / CARER'S SIGNATURE

Details of Knowsley School admission policies (including oversubscription criteria) can be found online at www.knowsley.gov.uk or from the individual school.

I confirm I have parental responsibility for the child/young person named above and that all the information I have given is accurate. I understand a place may be withdrawn if it is offered on the basis of false information. I have read the in year procedures, including the privacy notice, and agree for this application to be processed following these procedures.

I will notify the school of any changes to information provided on this application or accompanying evidence, as soon as they occur, including any change of address.

Name Signed

Relationship to Child Date / /

IMPORTANT— If your child is unplaced (not registered) at a school you must inform the school admissions team as soon as possible. The team will provide you with advice and guidance about school availability and your right to appeal if you have been declined a school place.

Please email the team and provide the following information: Child's Name, Date of Birth, Home Address, Previous Address, Previous School and details about any school application/s you have submitted and outcomes you have received. If you would like any further advice please call the team at your earliest convenience.

PLEASE NOW SUBMIT THIS APPLICATION TO THE SCHOOL FOR PROCESSING

You should receive a written response after your application has been processed to confirm the outcome.

Knowsley School Admissions Team
Telephone: (0151) 443 3372 Email: schooladmissions@knowsley.gov.uk