

Applying for a Year 3 place at a junior school in September 2022 - Late

LATE
3

Hampshire residents requiring a Year 3 place at a junior school in September 2022 must apply to Hampshire County Council using this form OR apply online at www.hants.gov.uk/admissions. **Please do not do both.**

You can name any publicly funded junior school in England on this form.

DO NOT use this form to apply for a Year 3 place at a primary school (see page 2).

DO NOT use this form to apply for an independent (private) school.

Parents wishing to apply to an independent school should contact the school directly.

DO NOT use this form to apply for a special educational needs (SEN) school.

Placements for children with an Education, Health and Care Plan are determined by the County SEN Team.

For further information, please call the SEN Team on **01329 316165**.

Gathering information

Information about the application process and details for all schools in Hampshire is available online at www.hants.gov.uk/admissions. To request paper copies of this information please call **0300 555 1377**.

You are encouraged to visit your preferred schools. Schools also publish lots of information on their website. You should also look at the school's admission policy which shows how places are allocated.

Completing your application

You can name up to three schools on this form.

- Identify your preferred junior schools and list them in order of preference.
- If your catchment school is a junior school, it is wise to name it as one of your preferences.
- Naming the school more than once will not increase your chances of gaining a place.
- Do **not** name a primary school (see '*Applying for a Year 3 place at a primary school*')
- Before making your selection, think about how your child will get to and from school. The following website may help you to plan your journey: www.hants.gov.uk/educationandlearning/schooltransport.

Supplementary Information Forms

Some schools, especially faith based schools, need you to complete a supplementary information form (SIF) **in addition to** this Hampshire application form. The SIF is used to collect additional information needed by the school to determine which of their admission criteria you satisfy. Please check with the school to see if a SIF is required. **Completed SIFs must be returned to the school.**

Please submit your completed form as soon as possible to a Hampshire school during school hours, or send it to the County Admissions Team at the address on the form. (The deadline for applications was Saturday 15 January 2022 – please refer to the frequently asked questions over the page to find out when your application will be processed).

WARNING: If you have already been offered a school place in response to an earlier application, any new offer made will result in the automatic withdrawal of your previous offer.

Please turn over for 'Frequently Asked Questions'

Applying for a Year 3 place at a primary school

If you wish to apply to an all-through primary school for a place in Year 3, you should do the following:

- Apply for a junior school place on this form. This will secure a school place in September if your preferred all-through primary school cannot offer a place.
- Apply to your preferred primary school by completing an in-year application form, available from the school from 1 May 2022, and returning it to the primary school before 13 June 2022.

The primary school will consider your application for a September 2022 place from 13 June 2022.

Frequently Asked Questions

What address should I use for my child?

You must use your child's permanent address at the time of application. The permanent address is the child's normal place of residence. A business address, workplace address, relative's address or childminder's address will not be accepted. Where parents are separated and the child lives at more than one address, only one address can be used and it must be use the address of the parent with whom the child spends most of their time. You may be required to provide evidence of your address.

Moving house?

If you move house during the application process, you will need to provide the Admissions Team with evidence of your new address. Exchange of contracts or a signed tenancy agreement, usually of 12 months or more (the tenancy must extend beyond the date of your child's admission), will be accepted as proof. You may subsequently be asked to prove that your child is resident at the new address. Any place offered may be withdrawn if this evidence cannot be provided.

If you are applying from overseas, you may use a Hampshire address if you have one, subject to the same address evidence requirements as above. If you do not have a Hampshire address, you must use your current address.

For UK service personnel and crown servants returning from overseas with official proof of posting to Hampshire and a relocation date, a Unit postal address, quartering area address or future home address will be accepted as the address for the application subject to evidence being provided.

What will happen to my application?

Applications submitted after 15 January 2022 are considered after all on-time applications have been fully processed. Each school named on this form will be considered using the school's admissions policy. Where more than one of your preferred schools can offer a place, the highest preference school where your application was successful will be allocated. If none of your preferred schools can offer a place, your child will be allocated a place in either the catchment junior school, if places remain, or the nearest available junior school.

When will I be told the outcome of my application?

If you submit your application before 19 April 2022, your application will be considered on 27 April 2022. Applications received on or after 19 April 2022 will be considered from 28 April 2022. The County Admissions Team will send you a decision letter by second class post. Please allow 2-3 working days for your letter to arrive.

If you have any questions about your application, please contact the Admissions Team on 0300 555 1377.

Please note that we can only discuss the application with the person named on this form.

For office use only:

Received by _____ school name/HCC

Please date stamp

LATE 3

LATE Application form for admission to Year 3 in September 2022



This form is for Hampshire County Council residents only. If you pay your Council Tax to Southampton City Council or Portsmouth City Council, you must apply using their application form.

- Please read the attached guidance notes and privacy notice before completing this form.
- This form must be completed in BLOCK CAPITALS using blue or black ink.

SECTION 1

Child's surname: Forenames:

Date of birth:

DAY MONTH YEAR

Gender: Male Female

(please tick as appropriate)

Child's permanent address on application date:

Postcode:

Child's current school:

Name of parent/carer completing this form:

Title (Mr/Mrs/Ms/Miss) Initials Surname

Address (if different from child's address:

Postcode:

Home telephone number: Mobile/other (daytime):

Email address:

Relationship to child (please tick relevant box)

Parent Legal guardian Step parent Social worker Other (please state)

Do you have parental responsibility for this child? YES NO

Is this child's parent a member of the UK Armed Forces or a Crown Servant? YES NO

Is this child a twin or triplet etc (one of a multiple birth)? YES NO

Note: you must complete a separate application for each child

Is this child in care (also known as 'looked after')? YES NO

If yes, under which local authority?

Has this child previously been in care and then immediately after, been adopted or made subject to a child arrangements or special guardianship order? YES NO

*If yes, you **must** attach to this application a full copy of the adoption order, child arrangements order or special guardianship order.*

Has this child previously been in care outside of England which ceased as a result of being adopted? YES NO

SECTION 2

Please state your preferred **junior** schools and tick all boxes relevant to your application.

School name	1 st preference junior school	2 nd preference junior school	3 rd preference junior school
Medical and/or social need (see note a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name of parent employed by the school	<input type="text"/>	<input type="text"/>	<input type="text"/>
Catchment school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brother or sister on the roll of the school (or its linked infant school) and who will still be on roll in September 2022	Full name of brother/sister: <input type="text"/>	Full name of brother/sister: <input type="text"/>	Full name of brother/sister: <input type="text"/>
	Date of birth: <input type="text"/>	Date of birth: <input type="text"/>	Date of birth: <input type="text"/>
	Current year group: <input type="checkbox"/>	Current year group <input type="checkbox"/>	Current year group <input type="checkbox"/>
Attending linked infant school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faith reasons (see note b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

- If you wish to be considered for priority on the basis of medical/social need, **you must attach supporting evidence** from a professional, such as a doctor and/or consultant for medical need or a social worker, health visitor, housing officer, the police or probation officer for social need. The supporting evidence must set out that need makes it **essential** that your child attends the preferred school(s) rather than any other. If you do not provide evidence by the application deadline, your medical/social need cannot be considered. **Please note that Hampshire community and voluntary controlled schools do not include a medical or social criterion for late applications.**
- If you are applying to a church school and would like your application considered on faith grounds, you must complete the school's supplementary information form, obtainable from the school or online. If you do not complete the SIF and return it to the school, your application cannot be considered on faith grounds in the normal admission round.

OTHER REASONS - you may leave this section blank

You may use the space below to add any other reasons for applying to any of the schools you have named but please remember that **places are only allocated in accordance with the admission policy.**

Declaration:

I certify that the information I have given is correct to the best of my knowledge and that it is the only application I have made on behalf of this child. I understand that any place offered may be withdrawn if I give false information, even if my child has started at the school. By signing below I also confirm that I have been provided with, read and understood the supporting privacy notice setting out how the information will be processed, including the lawful basis, any rights I have in regard to this information and who to contact if I have any concerns about how my information is being handled.

Signature of parent/carer: Date:

PLEASE RETURN THIS FORM BY THE TO ANY HAMPSHIRE COUNTY COUNCIL SCHOOL OR THE ADMISSIONS TEAM, HAMPSHIRE COUNTY COUNCIL, CHILDRENS SERVICES DEPARTMENT, EII COURT NORTH, WINCHESTER, SO23 8UG.