

Applying for a Year 3 place at a junior school in September 2021

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Hampshire residents requiring a Year 3 place in September 2021 **must** apply through Hampshire County Council either online at www.hants.gov.uk/admissions or by completing this form. **Please do not do both.**

You can name any publicly funded infant or primary 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**.

Supplementary Information Forms (SIFs)

Some schools, especially faith-based schools, require you to complete a supplementary information form **in addition** to this application form. The SIF collects extra information needed by the school to determine which of their admission criteria you satisfy. You must check with school to see if a SIF is required.

Completed SIFs must be returned to the school by the application deadline, below.

DEADLINE: Your application must be submitted by midnight on Friday 15 January 2021.

You can submit your completed form to any Hampshire school during school hours.

Applications submitted after 15 January 2021 will be considered after all on-time applications have been fully processed. You are less likely to be offered a place at one of your preferred schools if you submit your application after the deadline.

Gathering information

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

You are encouraged to visit your preferred schools. You may also request a copy of their prospectus. It is important that you look at each school's admission policy to find out what criteria they use to allocate places should the school be oversubscribed.

Completing your application

Before you complete the form, please consider your preferences carefully as you cannot change them after the closing date unless there has been a significant change in your circumstances, for example a house move (see 'Frequently Asked Questions')

- Identify your three preferred junior schools and list them in order of preference.
- It is recommended that you name your catchment school as one of your preferences.
- Naming the same 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', overleaf)
- Before making your selection, think about how your child will get to and from school. The following website may help you plan your journey: www.hants.gov.uk/educationandlearning/schooltransport
- If you submit more than one application before 15 January 2021, only the later application will be processed.

Please turn over for frequently asked questions

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 as follows:

- Apply for a junior school place on this form or online. This will secure your child a junior school place for September 2021 in case your preferred 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 2021, and returning it to the primary school before 14 June 2021.

The primary school will consider your application for a September 2021 place from 14 June 2021.

What address should I use for my child?

You must use your child's permanent address on the application deadline. 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, you must use the address of the parent with whom the child spends most of their time. You may be asked to provide evidence of your address.

Moving house?

If you are moving house, you **must** 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 period of the tenancy must extend beyond the date of the child's admission) will be accepted as proof of address. You may subsequently be asked to prove that the child is resident at the new address. Any place offered may be withdrawn if this evidence cannot be provided.

- For address evidence received by 12 February 2021, the new address will be considered for the application unless you request to keep the address originally provided. You can also change the schools named on the application if they are no longer appropriate.
- For address evidence received after 12 February 2021, the new address cannot be considered for the application and will be used to communicate the outcome of the application only.

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

What will happen to my application?

All on-time applications will be considered at the same time. Each school named on this form will be considered using that school's admission 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 at the catchment school, if places remain, or the nearest available junior school.

When will I be told the outcome of my application?

On 16 April 2021, the County Admissions Team will send you a decision letter by post. Please allow 2-3 days for your letter to arrive.

If you have any questions about your application, please contact the Admissions Team on **0300 555 1377** or email admissions.team@hants.gov.uk

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

Common Application Form for Admission to Year 3 in September 2021



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 15 January 2021:

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? 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.*

SECTION 2

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

| | 1 st preference junior school | 2 nd preference junior school | 3 rd preference junior school |
|--|---|---|---|
| School name | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 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 2021 | 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.
- 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 by the application deadline, 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 CLOSING DATE OF 15 JANUARY 2021 TO ANY HAMPSHIRE COUNTY COUNCIL SCHOOL OR THE ADMISSIONS TEAM, HAMPSHIRE COUNTY COUNCIL, CHILDRENS SERVICES DEPARTMENT, EII COURT NORTH, WINCHESTER, SO23 8UG.