



Knowsley Council

# In-Year Primary Application

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

**KNOWSLEY PRIMARY SCHOOL REQUESTED**

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FOR OFFICE	
DATE RECEIVED	...../...../.....
DATE CURRENT SCHOOL CONTACTED	...../...../.....
DATE FAP REFERRAL SUBMITTED	...../...../.....
DATE L.A. INFORMED OF OUTCOME	...../...../.....

**SECTION 1 - CHILD DETAILS**

First Name(s) ..... Surname.....

Legal Surname ..... Date of Birth .../.../.... Male  Female

Child's home address .....

..... Post Code .....

Current/previous\* school..... Year Group (eg. Y3, Y5) .....

\* If previous, date of leaving ..... / ..... /..... Date started at the school ..... / ..... /.....

School address .....

Is the current school aware of this application? Yes  No

If no, please explain why .....

All previous schools attended (Name of School & Town) 1.....

**SECTION 2 - PARENT / CARER DETAILS**

Mr / Mrs / Miss / Ms First Name ..... Surname .....

Parent / Carer Address (if different from above).....

..... Email .....

Post Code ..... Daytime contact Tel no .....

Do all those with Parental Responsibility support this application? Yes  No

If no, please provide name and details why not? .....

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

School place required? As soon as possible  or by date.../.../... Yes  No

Is your application due to a change of address? Yes  No

If yes, **when** did you move and **from which borough?** .../.../... .....

Does your child have an Education, Health & Care Plan or Statement of Special Educational Need? Yes  No

Does your child receive any Special Educational Need support? Yes  No

Has your child ever had any **fixed term** exclusions? Yes  No

If yes, please state the total number of days in the last 12 months .....

Has your child ever been **permanently** excluded from any school? Yes  No

If yes, please state **when** and **from which school** ..... / ..... / .....

Is your child currently "looked after" by a local authority (in care) or was previously "looked after" and is now subject to an adoption, residence or special guardianship? Yes  No

If so, please state the authority the child is/was in the care of .....

Please provide the details of any sibling attending the **requested** school

Name ..... d.o.b ... / ... / ... School .....

Name ..... d.o.b ... / ... / ... School .....

**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.**

#### **SECTION 4 - ADDITIONAL INFORMATION**

Please state the reason/s for this application and attach additional sheets if required.  
If your child is attending another local school, please explain why are you seeking a move?

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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 5 - APPLICATIONS FOR TWO OR MORE CHILDREN IN THE SAME SCHOOL**

You must complete a separate application form for each of your children. Please tick the box if you have reasons that make it essential for your children to attend the same school.

#### **SECTION 6 - RELIGION AND FAITH INFORMATION**

If you have named a Catholic or Church of England school and wish to provide information for criteria relating to religious affiliation, you are requested to answer the relevant questions below: (Check with the School/policy document)

Is your child a baptised Catholic? (please tick) Yes  No

If yes, in which Catholic parish do you live? .....

Is your child baptised Church of England? (please tick) Yes  No

If your child belongs to another faith/Christian denomination, state this here.....

Note: some Knowsley Church of England primary schools may request a supplementary information form to be completed. Please check with each school. You may also be asked to provide evidence.

#### **SECTION 7 - PARENT / CARER'S SIGNATURE**

Details of Knowsley School admission policies are given in the Knowsley Primary and Secondary Admission Booklets available online at [www.knowsley.gov.uk/schooladmissions](http://www.knowsley.gov.uk/schooladmissions) and from Knowsley School Admissions Team.

*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 admissions team of any changes to details on this form or accompanying evidence, as soon as they occur, including any change of address.*

Name .....

Signed .....

Relationship to Child ..... Date ..... / ..... / .....

**PLEASE RETURN THIS FORM DIRECTLY TO THE SCHOOL NAMED.**

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

Contact for advice - Knowsley School Admissions, Education Improvement Team  
Telephone: (0151) 443 3372 or email: [schooladmissions@knowsley.gov.uk](mailto:schooladmissions@knowsley.gov.uk)