



IN YEAR APPLICATION FORM CHILDREN IN LOCAL AUTHORITY CARE

This form should be completed by the social worker responsible for a child in the care of a local authority other than the East Riding of Yorkshire. The application form will have to be countersigned by a senior manager from Children's Social Care or the Virtual School Headteacher. The information given on the form will be used to ensure that the school place given to a child is the most appropriate and will meet the child's educational needs. The information will also be shared with the receiving school to ensure that appropriate arrangements are made for the child's admission.

Other than when a child is placed in an emergency, the educational provision for a child in local authority care should be determined at the same time as the care placement. A care placement should not be agreed unless appropriate education is in place.

More information about schools is available on the school admissions pages on the East Riding of Yorkshire Council's website or from the School Admissions Team.

**School Admissions Team,
Children, Families and Schools,
East Riding of Yorkshire Council,
County Hall,
Beverley HU17 9BA
Telephone: 01482 392100
E-mail: schooladmissions@eastriding.gov.uk
Website: www.eastriding.gov.uk**

This form can be used to apply for a school place for a child who is in Reception or Years 1 to 11. If you want to apply for a place in a nursery school, a school's nursery or sixth form, please contact your preferred school and ask them how to make an application.

The term "East Riding of Yorkshire school" refers to all community, foundation and voluntary schools maintained by the East Riding of Yorkshire Council and to all academies located in the East Riding of Yorkshire.

How do I make an application?

You first have to complete the information and application form attached at the back of these guidance notes. Please read the form carefully and make sure you fill in all the relevant parts. It is important that you provide all of the information needed to process your application. If anything is missing, your application might be delayed.

When you have completed your application form you will then have to submit it. All applications have to be sent to the local authority's School Admissions Team. The School Admissions Team will then process the application as quickly as possible. In most cases, if the application form is completed properly, no further information will be needed from you. Very rarely, an application has to be referred for consideration under the **Fair Access Protocol**.

What is a Fair Access Protocol?

Every local authority has to have a Fair Access Protocol which is applied to all schools in the local authority's area. The Fair Access Protocol is in place to help ensure that all children can be given an appropriate school place as quickly as possible. For example, if a child lives in or has moved into an area where the local schools are full or where a child needs particular help or support. The Protocol also helps the local authority try to prevent individual schools having to take in too many children with challenging behaviour problems. If your application has to be dealt with under the Fair Access Protocol, you will be told why it is receiving special consideration and you might be asked to provide more information. More information about the Fair Access Protocol is available on the Council's website or from the School Admissions Team.

What if I want to move a child from one school to another because I am not happy with the child's current school?

If you want to move a child from one school to another one because you are not happy with the current school, you should first discuss the matter with the headteacher at the child's present school. If there are things at the school that you are not happy about, it might be possible to resolve the problems without moving the child to another school and disrupting the child's education. If, after discussing the matter with the headteacher, you still want to transfer the child to another school, you should complete and return the attached application form.

How do I decide which school to name on the form?

The application form attached allows up to three schools to be named and to rank the school in order of preference. If you want to apply for places at more schools, you will have to fill in additional preference details and make sure that you make clear what your preferences are, i.e. which school is your fourth or fifth choice.

It is up to you to decide the schools for which you want to apply. A range of factors can affect your choice of school, including location, OFSTED ratings, schools attended by other children in the carer's family or who are placed with the carer and so on. Most children in the East Riding of Yorkshire attend their catchment area school because it is usually their nearest and most appropriate school.

The East Riding of Yorkshire Council's School Admissions Team can give you some advice about the schools nearest to the child's address.

Will a transfer to another school affect a child's education?

Research on the effects on children of changing schools shows that most children's education is adversely affected if they move from one school to another. The more a child changes school, the greater the effects on the child's educational progress and personal and social development and well-being. Sometimes, a change of school is unavoidable but it is recommended that full consideration is given to the potential effects on a child of moving them unnecessarily. The impact on a child can be particularly significant in certain year groups, such as Years 10 and 11, when a child is studying for and close to sitting important exams.

Students in Years 10 and 11 (sometimes earlier) will have chosen and already started studying the subjects and courses in which they will be taking important exams. Moving schools in these year groups can be very difficult and moving a child in Year 11 is especially difficult. Not all schools offer the same subjects. Even if a school offers the same subjects as the child is studying at their current

school, the school you are planning to move a child to might be: teaching a different syllabus; using different exam boards; have classes that are already full in the child's options; or the school might not be able to offer a timetable which allows a child to study the subjects they want.

Before making an application to move a child, you should check to make sure that the school for which you want to apply has subjects, classes and timetables which are compatible with what the child needs or wants to study.

What schools are there in the East Riding?

Details about all schools in the East Riding of Yorkshire are given on the School Admissions pages on the Council's website at www.eastriding.gov.uk and in the Authority's admissions booklet which is available electronically on the website or from the Council's School Admissions Team.

What if the child has a Statement of Special Educational Needs or an Education, Health and Care Plan?

If a child has a Statement of Special Educational Needs or an Education, Health and Care Plan you should contact staff in the Special Educational Needs Section for further information. Contact details are given at the end of these guidance notes.

Are there any special arrangements for children in local authority care?

Children in local authority care often need extra support and help. The East Riding of Yorkshire Council is keen to ensure that children in local authority care are given places at the most suitable school for the individual child concerned. Special arrangements are in place to ensure that children in care who have to move schools can be placed at any East Riding of Yorkshire school which is deemed to be the best or most appropriate school for the child. **All applications for an in year school transfer for a child in local authority care have to be countersigned by a senior manager from the local authority responsible for the child.**

Who decides whether or not a child gets a place at a school?

Decisions about which children can be given places are made by the school's admission authority. For community or voluntary controlled schools, the East Riding of Yorkshire Council is the admission authority. For academies the school's academy trust is the admission authority and for voluntary aided and foundation schools, the school's governing body is the admission authority.

Will the Council provide transport to help a child get to school?

Normally, the Council will only provide transport if a child is attending their catchment area school or the nearest school and the journey from their home to that school is more than two miles for a child in Reception and Years 1 to 3 or more than three miles for a child in Years 4 to 11. Otherwise, the responsibility for ensuring a child gets to and home from school is the responsibility of the local authority responsible for the child or the carers.

When will I find out if my application has been successful or not?

In-year application forms are normally dealt with quickly and applications for children in local authority care are given a priority. However, at peak times they can take up to 15 school days to process. If applications are received during or immediately before a school holiday, the application might have to be delayed until after the schools return.

The School Admissions Team will write to you to let you know which school place the child has been given and let the school concerned know that a place has been allocated. In most cases, your child will start at their new school within ten school days of the school being notified that a place has been allocated.

Schools need time to plan and arrange for a new pupil to start, including getting information from the child's previous school, to make sure the child is put into the right class or classes. It is sometimes the case that a child's particular needs are such that a school will need a longer period of time to make the right arrangements for the child's admission and integration into the school. If that is the case, you will be informed.

Special arrangements are in place in the East Riding of Yorkshire to ensure that all children in local authority care can be found a suitable school place quickly. It is normally expected that the School Admissions Team or the Virtual School in the East Riding will be consulted before a child is placed with carers in the East Riding. We can then give you advice about the availability of schools in the area and the suitability of those schools for the particular child concerned.

If, for some reason, the school preferences expressed on the application form are felt to be inappropriate or unsuitable, you will be contacted by the School Admissions Team who will discuss them with you and explain the concerns we have.

Who can I contact for more information?

<p>School Admissions School Admissions Team Children, Family and Adult Services East Riding Of Yorkshire Council County Hall Beverley HU17 9BA Telephone: 01482 392100 E-mail: schooladmissions@eastriding.gov.uk</p>	<p>East Riding of Yorkshire Virtual School Vulnerable Children's Education Team Children, Family and Adult Services East Riding Of Yorkshire Council County Hall Beverley HU17 9BA Telephone: 01482 392146/392128 E-mail: vcet@eastriding.gov.uk</p>
<p>Home to School Transport Passenger Services Team Corporate Resources East Riding of Yorkshire Council Annie Reed Road Beverley HU17 0LF Telephone: 01482 392125, 392126 E-mail: school.transport@eastriding.gov.uk</p>	<p>Special Educational Needs Families Information Service Hub SEND Information, Advice and Support Service (including Parent Partnership Service) County Hall Beverley HU17 9BA Tel: 01482 396469 Email: fish@eastriding.gov.uk</p>

PRIVACY NOTICE

The School Admissions Team is part of a Council service called Pupil Services. Information about how the information provided on your application will be used is given below.

What do we use the information for?

Pupil Services uses the information provided by applicants on application forms and associated documents to undertake the Council's statutory functions as identified in legislation (for example, the Education Act 1996, the School Standards and Framework Act 1998, the Education and Inspections Act 2006) and in statutory guidance.

The Council's statutory functions carried out by Pupil Services include:

- ensuring the provision of sufficient school places for children resident in the East Riding of Yorkshire;
- acting as the admission authority for community and voluntary controlled schools;
- receiving and processing applications for places at all state funded schools in the East Riding of Yorkshire and for all children resident in the East Riding;
- advising the Council on matters relating to home to school and college transport for children of compulsory school age and students of sixth form age;
- ensuring that the Council's policy on home to school and college transport is administered and applied so that children and students who qualify for support are identified and the transport support provided;
- providing advice and guidance for parents on all of the Council functions for which Pupil Services is responsible.

What information do we hold and use?

We collect and process the following information:

- personal information (such as name, title, address including postcode, home telephone number, work telephone number, email address, date of birth, gender, medical information)
- school data information, including pupil data.

On what grounds do we use the information?

Pupil Services collect and lawfully process information about schools and children to whom we provide services under the following:

- Children Act 1989
- Education Act 1996
- School Standards and Framework Act 1998
- Human Rights Act 1998
- Children Act 2004
- Working Together to Safeguard Children 2015
- Education and Inspections Act 2006
- The School Information (England) Regulations 2008
- The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012
- The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014
- The School Admissions Code
- The School Admissions Appeals Code
- Home to school and college travel and transport guidance

We process personal data for the following reasons:

- consent has been given for the processing of personal data for one or more specific purposes;
- processing is necessary for compliance with a legal obligation to which East Riding of Yorkshire Council is subject ;
- processing is necessary in order to protect the vital interests of you or of another person;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in East Riding of Yorkshire Council.

We process special categories data for the following reasons:

- explicit consent has been given for the processing of the personal data for one or more specified purposes;
- processing is necessary to protect the vital interests of the applicant, the applicant's children or of another person where they are physically or legally incapable of giving consent.

How do we collect this information?

Pupil Services collect personal information as part of the process of supporting children, young people and their families. Information will be collected from face-to face meetings, over the telephone, by letter, application forms, online forms and email. Information may also be collected from relevant partner agencies as appropriate.

Who we share your information with?

Pupil Services may share relevant information within the East Riding of Yorkshire Council and various external partners to support schools, children and young people and their families. Services might include:

- schools (including academies and schools in other local authority areas)
- other local authorities
- children's social care
- early years
- youth and family support
- education inclusion services
- welfare rights
- Special Educational Needs and Disabilities (SEND)
- safeguarding unit
- legal department
- educational psychology team
- exclusion reintegration team
- human resources
- council tax
- child health

How long do we store it and is it secure?

The council has retention schedules in place to ensure that information is only held for as long as it is needed. Information on how long your information will be held is available on the Council's website, www.eastriding.gov.uk, on the retention page.

Details of how we keep your information secure are available on the general **privacy information** page.

What rights do you have?

The rights that you have depend upon the grounds upon which we collected your information. All of the rights you could have are outlined on the council's website on the data protection page. In most cases, people who have been involved with Pupil Services will have the following rights:

- **The right of access** - You are entitled to see the information the service holds about you and can request a copy by emailing data.protection@eastriding.gcsx.gov.uk
- **The right to rectification** - If you believe any information the service holds about you to be incorrect please email ils.support@eastriding.gov.uk and we will amend the information accordingly.
- **The right to erasure/right to be forgotten** – The service has determined that all requests to permanently delete a service user record will be dealt with on an individual basis. All requests for deletion should be sent to ils.support@eastriding.gov.uk
- **The right to restrict processing** - Should you wish the service to limit how we use your data please email ils.support@eastriding.gov.uk with the reason for your request.
- **The right to data portability** – The service has determined that there will be no requirement for data portability.

- **The right to object** - In addition to the right to limit the use of your data, you also have a right to object to the use of your data for certain actions. Should you wish to object please email ils.support@eastriding.gov.uk with the reason for your request.

Where can I find out more?

If you want to know more about how the council uses information, your rights or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Contact details are available on the **general privacy information** page. Alternatively, you can contact the **Information Commissioner's Office**.



**IN YEAR APPLICATION FORM
CHILDREN IN LOCAL AUTHORITY CARE**

SECTION ONE: Child and Carer Information

Child's Details

Child's surname:

Child's forename(s):

Child's date of birth:

Gender :

Male / Female

Child's care status:

Year Group

UPN

Parent/Guardian/Carer's Details

Carer's surname:

Carer's forename(s):

Carer's address:

Carer's telephone number

Carer's e-mail address:

Home no.

Work no.

Mobile no.

Local Authority Details

Social Worker's name:

Social Worker's address:

Local authority name:

Social Worker's telephone numbers

Telephone no.

Mobile no.

Social Worker's e-mail address:	
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Child's Education Details				
SEN stage (please tick if applicable and provide latest IEP/PSP)	SEN Support		Statement or EHCP	
If stated or EHCP, date of the latest statutory or interim review:				
Name of local authority officer attending review				
Level of Statement/EHCP				
Additional Needs				
SCHOOL HISTORY	School	From	To	Reasons for leaving
Current/Most Recent School				
Previous Schools Attended				

Child's Academic Performance					
Please comment on the pupil's progress in the following subjects with reference to National Curriculum attainment levels.					
Subject	EYFS Achieved a good level of development?	KS1 Achieved Age Related Expectations?	KS2 SAT Result*	KS3 Target/Result	Current 'working at' outcome
English					
Maths					
Science					
Other subject areas					
* Depending upon when the pupil was assessed at the end of Key Stage 2, these may be recorded as levels or as one of the following assessments: 'Below' (BLW), Pre-key stage 2 standards (PKS), Working towards the expected standard (WTE), At expected standard (EXP) or Greater depth standard (GDS).					
Please provide a brief summary of the pupil's ability					

Strengths and potential areas for development
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Pupil's Attendance			
Attendance this School Year Please attach a recent certificate of attendance	Possible	Actual	Authorised Absence
Attendance last School Year Please attach a recent certificate of attendance	Possible	Actual	Authorised Absence

Agency Involvement		
Please indicate if any of the following agencies are, or have been, involved with this pupil.		
Agency	Yes/No	Contact Name
Educational Psychology		
Behaviour Support		
Education Welfare		
Social Care		
CAMHS		
Youth Offending Team		
Health Promotion		
Youth Support		
Family Support Services		
Other (please specify)		

Other Information
Please provide any other information that you may feel is relevant to help the integration of this pupil into the new school, including any health concerns which may affect the child's learning or behaviour.

Please attach the following if applicable/available:

- a) **Care Plan**
- b) **Statement of Special Educational Needs**
- c) **Individual Education Plan**

- d) **Personal Education Plan**
- e) **Pastoral Support Plan**

SECTION TWO: School Preferences

FIRST PREFERENCE

I would like to apply for a place at:
(enter the name of an East Riding school)

My reasons for choosing this school are:
(tick boxes which apply and enter other reasons or details below)

This is my catchment area school		Sibling at the school <i>(give name and date of birth of the brother or sister below)</i>		Religion or belief	
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Please explain any other reasons why you want your child to go to this school:

Continue on separate sheet if necessary

SECOND PREFERENCE

I would like to apply for a place at:
(enter the name of an East Riding school)

My reasons for choosing this school are:
(tick boxes which apply and enter other reasons or details below)

This is my catchment area school		Sibling at the school <i>(give name and date of birth of the brother or sister below)</i>		Religion or belief	
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Please explain any other reasons why you want your child to go to this school:

continue on separate sheet if necessary

THIRD PREFERENCE

I would like to apply for a place at:
(enter the name of an East Riding school)

My reasons for choosing this school are:
(tick boxes which apply and enter other reasons or details below)

This is my catchment area school		Sibling at the school (give name and date of birth of the brother or sister below)		Religion or belief	
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Please explain any other reasons why you want your child to go to this school:

continue on separate sheet if necessary

SECTION THREE: Declaration

All information supplied by you in connection with this application, both now and in the future, will be processed in confidence by East Riding of Yorkshire Council for the purposes of considering your application for a school place and (where appropriate) arranging the provision of home to school transport. However, in order to better assess your needs and the accuracy of the information supplied and to ensure the efficient operation of the school admissions process, we may share this information with other bodies, in particular schools and other local authorities. We have a legal responsibility to protect public funds. We may use the information provided to prevent and detect fraud. We may also share this information with other organisations that handle public funds.

DETAILS GIVEN ON THE APPLICATION FORM MAY BE VERIFIED. THE OFFER OF A PLACE MAY BE WITHDRAWN IF THE APPLICATION IS FOUND TO CONTAIN FRAUDULENT OR INTENTIONALLY MISLEADING INFORMATION.

I declare that all the information I have given on this form is correct and true and that I have read and understood the guidance notes supplied with this form.

Signed
(parent / guardian / carer)

Date

Signature of Social Worker		Date	
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Print name

Local authority		Role, designation or job title	
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SECTION FOUR: Children in Local Authority Care

This form should be countersigned by a senior manager from Children's Social Care or the local authority's virtual school for looked after children.

I confirm that:

- There are good reasons for this child's in year transfer between schools
- The school chosen as the first preference is the most suitable for this child and the school has been assessed by OFSTED as being good or outstanding, or there are special reasons why a school assessed as requiring improvement or inadequate has been chosen
- The child's PEP and/or Care Plan are enclosed (not required for children in the care of the East Riding of Yorkshire Council)

Signature		Date	
Print name			
Local authority		Role, designation or job title	

SUPPLEMENTARY INFORMATION FORM

CHILD'S DETAILS

Surname		Forename(s)	
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You only need to complete this form if you are applying for a place at one of the following schools. Please tick the school for which you are applying. If you are applying for places at more than one of the schools listed below you will have to complete a separate supplementary information form for each school.

- | | |
|--|--|
| <input type="checkbox"/> Barmby Moor CE Primary School
<input type="checkbox"/> Howden CE Infant School
<input type="checkbox"/> Our Lady and St. Peter's RC Primary School, Bridlington
<input type="checkbox"/> Pollington-Balne CE (VA) Primary School
<input type="checkbox"/> St. John of Beverley RC VA Primary School | <input type="checkbox"/> St. Joseph's Catholic Primary School, Goole
<input type="checkbox"/> St. Martin's CE VA School, Fangfoss
<input type="checkbox"/> St. Mary and St. Joseph's RC Primary School, Pocklington
<input type="checkbox"/> St. Mary's RC Primary School, Market Weighton
<input type="checkbox"/> Warter CE Primary School |
|--|--|

PLEASE TICK ONE BOX FROM THOSE BELOW TO INDICATE YOUR CHILD'S FAITH OR RELIGION

- CHRISTIAN - CHURCH OF ENGLAND
 CHRISTIAN - ROMAN CATHOLIC
 OTHER CHRISTIAN Please state
 OTHER FAITH Please state
 NOT APPLICABLE

PRESENT PARISH/PLACE OF WORSHIP (If applicable)

If your child is a baptised or formally dedicated Christian, please enclose a photocopy of the Baptismal Certificate or proof of Baptism or Dedication. In addition, please ask your Minister or Religious Leader to complete the reference below.

Reference to be completed by your Minister/Religious Leader

PLEASE STATE HOW YOU KNOW THE CHILD AND HOW REGULARLY THE FAMILY ATTEND YOUR CHURCH OR PLACE OF WORSHIP

NAME OF MINISTER/ RELIGIOUS LEADER	Print please	Signature	
TELEPHONE NUMBER		DATE	

STATEMENT OF SPECIAL SOCIAL, MEDICAL OR OTHER REASONS

Please describe the special social, medical or other reasons you have for wanting a place at the school indicated above and explain why you believe your child's needs can only be met at this school. Supporting evidence from an appropriate, qualified professional should be sent in to support of your application.

Please tick this box to confirm that you are prepared to accept fully the aims and ethos of the school.

Please tick this box to confirm that you are committed to your child's participation in worship and prayer.

Signed <i>(Person with Parental Responsibility)</i>		Date	
Print Name			

Please see the guidance notes to find out where your form should be sent. If you are not sure, send your form to:
**School Admissions Team
Children, Family and Adult Services
East Riding of Yorkshire Council
County Hall
Beverley, HU17 9BA**