

## Apply online at: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

If you have applied online, you do not need to complete a paper form.

**If your child has a statement of special educational need or an Education Health and Care Plan, you do not need to complete this application form. Wiltshire Council's SEND team are responsible for securing a school place for your child.**

### Completing the attached application form

This form must be completed if you live in Wiltshire and you wish to apply for a primary school place to start in September 2019. If you live outside Wiltshire and wish to apply for a Wiltshire school, please contact your home local authority.

Both sides of the attached application form must be completed fully and carefully. The information you provide will be used to determine your child's priority for a place at your preferred school(s). Failure to complete the form correctly or to provide all of the relevant information may result in your child being unsuccessful in securing a place at your preferred school(s).

The following information should help you to complete the application form, but should you have any additional queries, please contact Customer Services on **01225 713010** or visit [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

1. Only one person's name (applicant) should be given in this section and this must be completed fully, partial names or initials are **not** acceptable. The person must have parental responsibility and will be the only person we can discuss this application with.
2. Details of the applicant's relationship to the child should be given e.g. mother/father.
3. Please indicate if you are a family of service personnel or crown service and moving into area. (A posting notice will be required).
4. The current address is the address where the **child** will normally be living at the deadline of **15 January 2019**. Where these address details are not the same as the applicant's, details of residency arrangements should be attached to the application. Please refer to the Finding a Primary School Place Guide.
5. If you are planning to move house, you should provide your new address details. If this is not possible, provide as much information as you can. Proof of the move date and the new address details will be required as soon as the move takes place. If you are a member of the armed forces a posting notice will be required. Insert a date if known. Please refer to the Finding a Primary School Place Guide.
6. You may name up to three schools including your catchment school on the application form. **The schools named may be inside or outside Wiltshire**. All schools produce a prospectus and the School Admissions Team produce a booklet with general information about each school which may help you in your selection. Details of your reason for choice can be given in the appropriate box if you wish to do so. Please provide full postal addresses for any preferred schools outside of Wiltshire.
7. Many faith schools prioritise applications based upon the faith status of the child. Please complete this box if you are applying on faith grounds. You must also contact the schools directly as many will require additional information in order to process your child's application. Failure to provide this information may result in your child not securing a place at one of your preferred school(s).
8. Under the Children Act 1989, a child is looked after or previously looked after by the local authority if he or she is in their care or is provided with accommodation by the local authority.

9. Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to be admitted to the preferred school. For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of the application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date to the local authority.
10. Some schools give a higher priority to a child if either parent is currently employed by the school; please check the admissions policy for your preferred school(s).
11. Many schools give a higher priority to a child who has a brother or sister already attending. Please provide the full name, date of birth and school details of any other children attending your preferred school(s).
12. Please provide your council tax reference number.
- 13. The applicant must sign the form in order to confirm that the information provided is correct, that the application may be processed and that we may check the council tax database to confirm your details are correct. If you fail to sign the application, we do not have the authority to pass your child's information to any of your preferred schools and we will be unable to process your child's application.**

### **Returning the application form**

Completed application forms must be returned to the **School Admissions Team, Wiltshire Council, Bythesea Road, Trowbridge BA14 8JN by the 15 January 2019.**

Applications can also be submitted using the online system at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk).

Applications received after this date will not be considered until after the notification date.

### **Decisions**

Notification of the outcome of all applications received before the deadline will be posted on **16 April 2019. If you submit an online application you will be able to log back on back in to the online system to view the outcome of your application on 16 April 2019. In all cases, decisions will not be given over the telephone.** Any offer made may be withdrawn if your application is found to be fraudulent or deliberately misleading.

An offer will be made at one school based upon the admissions criteria of the school and as far as possible your preferences. Where it is not possible to offer a place at one of your preferred schools, and you live in Wiltshire, one will be allocated by Wiltshire Council. The allocated place will be at the designated school for your child's home address or if this is not possible at a reasonable alternative school.

### **Further information and advice**

For additional copies of this application form or for a copy of the guide: 'Finding a Primary School Place' please contact Customer Services on 01225 713010 or e-mail:

**customerservices@wiltshire.gov.uk** Reference copies of the guide are also available in libraries and can be accessed through [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

Any queries regarding transport entitlement should be directed to the Passenger Transport Unit on 01225 713004.

Wiltshire Council has a duty to protect personal information belonging to the public. The council is a data controller, registered with the Information Commissioner's Office to process personal data. Wiltshire Council processes all personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).