

Bristol LA common application form for reception year group admissions September 2010

Use this form only for children born between 1 Sept 2005 and 31 Aug 2006

Please refer to the "Starting Primary School in Bristol (summary)" booklet for guidance when completing your application.

Apply online: "it is quick and easy to do"
at <http://admissions.bristol-cyps.org.uk> and follow the link to the online application form

Apply online... if you haven't got the internet at home, you can visit your local library and some schools, the staff will be pleased to help. Your online application is acknowledged by email (see page 3 of the booklet for more information).

- It's quick and easy to do
- You will get email confirmation that your application has been received
- The system helps you by checking for errors
- There is no risk that your application will get lost in the post
- By making a note of your user name and password, you can change the details on your application up until the closing date.
- The system has a series of security procedures which will prevent anyone seeing information they are not entitled to see
- Available 24 hours a day 7 days a week up until the **closing date and time of 5pm on 23 October 2009.**

There is no need to submit a paper application as well. Submission of duplicate applications can slow the process down as further checks need to be carried out by the School Admissions Team.

If you are applying for a voluntary aided church school you may need to complete an additional form.

How to complete a paper form

If you complete a paper form, use BLOCK CAPITALS and black ink. The completed form should be sent to arrive by the closing date and time of 5.00pm on 24 October 2008.

Send to: **School Admissions, PO Box 57, Bristol BS99 7EB**
Tel: 0117 903 7694 Fax: 0117 903 7710

- You are advised to make a photocopy of your completed form
- Please remember to sign and date the form

Receipts for applications forms

You will be given a postcard with this form. Please fill in your name and address on the front, affix a postage stamp of the correct value and enclose it when you return your completed form. We will date stamp it and send it back to you so that you know when we have received your application.

Please remember to sign this form on page 4 →



Parent or Carer Details

Title: Forename:

Surname:

Home address:

Postcode: Tel (home):

Tel (work): Tel (mobile):

email address:

Relationship to child:

Mother Step parent Other Family Member

Father Foster parent Other relative

Social worker Other contact

If you do **not** have parental responsibility for the child, please tick this box

Child's Details

Forename: Middle name/s:

Surname:

Date of birth: Day Mth Year Gender: male female

Address (if different from parent/carer):

Is this child "looked after" by a Local Authority? Yes No

(sometimes referred to as 'being in care')

If yes, which Local Authority?

Name of Social Worker:

Does this child have a Statement of Special Educational Need? Yes No

Please remember to sign this form on page 4 

Preferences

Please enter the names, in priority order of any Bristol school(s) (including Voluntary Aided) that you would like your child to attend. Whilst all admission authorities will have regard to the reasons for your school preferences, giving reasons for your preference does not guarantee a place at your preferred school or mean that admission authorities can deviate from their published admissions policies.

1st Preference School

My 1st preference is: School

Reasons for preference/additional information

Medical/social reasons: Other:

Sibling already at the school (please give details):

Forename: Middle name/s:

Surname:

Date of birth: Day Mth Year Gender: male female

Present school:

Home address (if different to address(es) given for the parent/carer or the child for whom application is being made):

2nd Preference School

My 2nd preference is: School

Reasons for preference/additional information

medical/social reasons: Other:

Sibling already at the school (please give details):

Forename: Middle name/s:

Surname:

Date of birth: Day Mth Year Gender: male female

Present school:

Home address (if different to address(es) given for the parent/carer or the child for whom application is being made):

Please remember to sign this form on page 4 

3rd Preference School

My 3rd preference is: School

Reasons for preference/additional information

Medical/social reasons: Other:

Sibling already at the school (please give details):

Forename: Middle name/s:

Surname:

Date of birth: Day Mth Year Gender: male female

Present school:

Home address (if different to address(es) given for the parent/carer or the child for whom application is being made):

The Data Protection Act 1998

Fair Processing Notice (Schedule 1 Section 2 Subsection 1(a) and Section 3)

Local Authorities hold information on children and young people in order to provide education and care services and in doing so must comply with the Data Protection Act 1998. This means, amongst other things that the data must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and with whom it may be shared.

The Local Authority (LA) uses information about children to carry out specific functions for which it is responsible, such as the assessment of special educational needs, home to school transport requirements, admissions, pupil welfare, children looked after, exclusions and early years support. Anonymised information is used to derive statistics, to inform decisions on (for example) the funding of schools, to assess school performance and track service provision. Information may be kept on file for up to eight years after a child has left school.

Information collected may be exchanged with other Council departments and Children's Services (for example the Local Health Authority and Connexions) where there is a statutory requirement or it is deemed to be of benefit to the child. To make sure children receive the services that they need, the Department for Children, Families and Schools (DCFS) plan to create a list of all children by bringing together data from different Children's Services. In preparation for this, Bristol City Council's Children and Young People's Services plans to gather information held locally to allow professionals working with a child to find out who else is involved.

Children and young people, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, please contact Bristol City Council in writing: Data Protection Officer, Room 346, The Council House, College Green, Bristol BS1 5TR. A fee is charged for this service.

Declaration (please sign here)

I state, to the best of my knowledge and belief, the information I have given is correct and complete and I will advise Bristol City Council in writing of any changes to the information on this form. I understand that the provision of incorrect information could lead to the withdrawal of an offer of a school place. I have read the Fair Processing Notice:

Signed:
(parent/carer)

Date: