



Knowsley Council

# In-Year Application

for use by Knowsley residents  
seeking school places/transfers mid school  
year

FOR OFFICE USE	
DATE RECEIVED	.../.../...
DTB	.../.../...
SCHOOL(S)	.../.../...
OTHER LAs	.../.../...
PMM	.../.../...
SEN	.../.../...
LAC	.../.../...
CASE FILE	.../.../...
ON ROLL DATE	.../.../...
EMS UPDATED	.../.../...

**NAME OF SCHOOLS / CENTRES FOR LEARNING REQUESTED**  
NB This can include schools outside Knowsley

1)..... Borough .....

2)..... Borough .....

3)..... Borough .....

**SECTION 1 - PUPIL DETAILS**

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

Date of Birth ..... / ..... / ..... Boy  Girl

Pupil's home address.....  
..... Post Code .....

Current/previous\* school/centre.....

\* If previous, date of leaving ..... / ..... / ..... Year Group (eg. Y3, Y8) YR.....

School/centre address .....

**SECTION 2 - PARENT / CARER DETAILS**

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

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

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

**SECTION 3 - FURTHER DETAILS**

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

If yes, when did you move? ...../...../.....

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

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

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

Is your child in the care of a local authority? (Social Services will be involved) Yes  No

If so, state which Authority. ....

**Brothers & Sisters:**

Are there any brothers or sisters attending the **requested** school(s)/centre(s)? If so, please state below.

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 SCHOOL / CENTRE BEFORE TAKING A FINAL DECISION TO APPLY. PLEASE READ NOTES IN THE KNOWSLEY IN-YEAR INFORMATION LEAFLET FOR APPLICANTS.**

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

You can state any reasons here and attach additional sheets if required (see information leaflet). If your child is attending another local school/centre, why are you seeking a move?

.....  
.....  
.....

Please note: Transfers between local schools/centres in Knowsley normally take place at the beginning of a term. (This does not apply to students not currently on a school/centre roll)

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

If you are seeking more than one place at the same school, tick the box if it is essential that your children are all in the same school. Please read the notes in the In Year Parents Leaflet first. You **must** complete an application for each of your children and tick the box on each form.

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

If you have named a Catholic and/or Church of England school/centre and wish to provide information for criteria relating to religious affiliation, you are requested to answer the relevant question(s) below: (Check with 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 which here .....

*Note: Some Knowsley Church of England primary schools or faith schools in other boroughs may request a supplementary information form to be completed. Check with each school.*

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

Details of Knowsley admissions policies are given in the Knowsley Primary and Secondary Admission Booklets available from libraries, One Stop Shops, online at [www.knowsley.gov.uk](http://www.knowsley.gov.uk) and the Inclusion Team. Other boroughs have equivalent booklets. (Check you obtain the booklet for the relevant school year.)

I confirm I have parental responsibility for the child/young person named above and confirm 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 privacy notice on the reverse of the school contacts list and agree for my form to be processed following these procedures. I have also read the Knowsley In-Year Information leaflet for applicants.

Signed ..... Date ..... / ..... / .....

Relationship to Child.....

Please return this form to the address below. You will receive a written response after your application has been processed. If you are refused a place you have the right to appeal.

Contact for advice - **ISES TEAM, CORDINGLEY BUILDING, SCOTCHBARN LANE, PRESCOT L35 7JD**  
**TELEPHONE: (0151) 443 5143 FAX: (0151) 443 5119**