



In Year Application for a School Place

Please complete all boxes and return this form to Mrs J Tilley: jat@churchdownschool.com or by post to the school address above.

School admissions for children with a Education, Health, Care Plan are dealt with by the Special Educational Needs Team at Gloucester County Council. Please contact them on: 01452 427815

Part 1: To be completed for all applicants

Your application may be delayed if not completed in full.

Child's Details

Childs legal last name:		Childs first names:	
Male/Female	Date of Birth:	Current year group:	
Childs current permanent address:		New address and date of move if applicable:	
		Please provide proof of new address – a signed tenacy agreement or exchange of contracts.	

The date a school place is required:	
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Is your child currently in school: Yes or No	Name of current school:	Date last attended:	
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Your child's nationality:	
Date of making application:	



Parents should discuss a change of school with their child's current school if the request is not related to a change of address. Have you discussed a potential change of school? If so with whom:

Name and Position of Person:	
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Most Recent School Attended

School name	Phone number and Email	Dates attended	
		From:	To:

Preferred School – Parents are advised to visit school prior expressing a preference where possible

Name of preferred school	Reason for preference		
Are there any siblings currently attend the preferred school		Yes	No
If yes please list their name(s), date of birth and home address below:			

Permanent Exclusion from Previous school(s)

If your child has been permanently excluded from one or more schools please provide details below:

School name	Phone number and email address	Date of permanent exclusion

Parental responsibility

Parent/Carer Name	First	Surname	
Relationship to child			
Signature			Date
Home telephone number	Mobile		
Email address			

I certify by signing above that the above information is correct. I do have parental responsibility for the child I am applying for. I understand that giving false information will mean the withdrawal of the offer of a place and possible prosecution under the Perjury Act



Does anyone else have parental responsibility? If so who:		
Are they in agreement with this application?	Yes	No

Contact details of this person:

Parent/Carer name:	First	Surname	
Relationship to child:			
Signature:			Date
Home Telephone:		Mobile :	
Email address:			
I certify by signing above that the above information is correct. I do have parental responsibility for the child I am applying for. I understand that giving false information will mean the withdrawal of the offer of a place and possible prosecution under the Perjury Act.			

Please note: The Academy cannot intervene where parents with joint responsibility disagree.

Does your child have a Statement of Special education Needs	Yes	No
Is your child in the care of a local authority	Yes	No
Does your child have a social worker	Yes	No
Name and contact information for the social worker		
Name of local authority responsible for your child's care		
Are you a Refugee or Asylum seeker?	Yes	No

Part 2: GCSE Options – Only complete this part for pupils requiring places in Years 10 and 11.
Please state the subjects your child is studying at their current school.

Subject	Exam board

Please note we may not offer these courses.



Further information may be found at www.gloucestershire.gov.uk/schooladmissions

Please check that details, such as name, date of birth and address are entered accurately. Any error could lead to a delay in processing the application.

Proof of address is required for every application should the school receive more applicants than places available.

If you are moving house, we will require proof of your new address for distance purposes.

If you are applying directly to us and have not been in the Gloucester Education System before you may be asked to supply proof of date of birth to ensure your child is placed in the appropriate year group.

If your child has Educational, Health, Care Plan contact the SEN team at Gloucestershire County Council
Tel: 01452 427815

If a school holds a waiting list, positions can go up as well as down based on the oversubscription criteria of the school and the circumstances of children, School vacancies can change on a daily basis.

You are advised not to remove your child from their current school until you have a confirmed place at another school.

Transport will usually only be provided to children who are attending their nearest school, in line with Gloucestershire County Council's policy. If your nearest school is full, Gloucester County Council will require a copy of their letter to you advising that they are unable to admit your child, and a copy of this letter must be submitted with your transport request.