


APPLICATION FOR  
RECEPTION

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2024



 Newport City Council School Admissions Team, Civic Centre, Newport NP20 4UR

 01633 656656

 [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk)

If you would like this information in any other format, for example braille or large print, or help with interpretation in a different language, please contact the School Admissions Team

فريق القبول الاتصال برجى، مختلفة بلغة تفسير في مساعدة أو، الكبيرة الطباعة أو للقراءة برايل طريقة المثال سبيل على، آخر شكل أي في المعلومات هذه ترغب كنت إذا على المدرسة

**Arabic**

Nëse dëshironi që këto informacione në ndonjë format tjetër, për shembull gërsheta ose printime të mëdha, ose të ndihmoni në interpretimin në gjuhë të ndryshme, ju lutemi kontaktoni Ekipin e Pranimeve të Shkollave

**Albanian**

如果您希望以其他格式提供這些信息，例如盲文或大字印刷，或以不同語言解釋幫助，請致電

**Cantonese**

Pokud byste chtěli tuto informaci v jiném formátu, například Braillovo písmo nebo velký tisk, nebo pomoc s výkladem v jiném jazyce, obraťte se na školu Přijímací tým

**Czech**

Ha bármilyen más formátumban, például Braille-írással vagy nagyméretű nyomtatásban szeretné megkapni ezt az információt, vagy más nyelven történő tolmácsolást igényel, kérjük, vegye fel a kapcsolatot a Beiratkozási csoporttal

**Hungarian**

Se desideri queste informazioni in qualsiasi altro formato, ad esempio in braille o caratteri grandi, o aiuto nell'interpretazione in una lingua diversa, contatta il Personale di Ammissione alle Scuole

**Italian**

如果您希望以其他格式提供這些信息，例如盲文或大字印刷，或以不同語言解釋幫助，請致電

**Mandarin**

Jeśli chcesz te informacje w innym formacie, np. Braille'a czy duży druk, lub pomoc przy interpretacji w innym języku, prosimy o kontakt z Zespołem przyjęć do szkół

**Polish**

Se você gostaria de ter esta informação em qualquer outro formato, por exemplo braille ou letras grandes, ou ajuda com a interpretação em um idioma diferente, por favor entre em contato com a Equipe de 'Admissões Escola'

**Portuguese**

Dacă doriți informații în orice alt format, de exemplu, de imprimare Braille sau mare, sau de ajutor cu interpretarea într-o altă limbă, vă rugăm să contactați Admitere echipa de școală

**Romanian**

Если Вам нужна эта информация в любом другом формате, например в шрифте Брайля или крупной печати, или помощь при устном переводе на другой язык, пожалуйста, свяжитесь с школьной комиссией

**Russian**

Ak by ste chceli túto informáciu v inom formáte, napríklad Braillovo písmo alebo veľká tlač, alebo pomoc s výkladom v inom jazyku, obráťte sa na školu Prijímacie tím

**Slovak**

Si desea esta información en cualquier otro formato, por ejemplo, braille o letra grande, o ayuda con la interpretación en otro idioma, comuníquese con el Equipo de Admisión Escolar

**Spanish**

Başka bir formatta bu belgeyi almak isterseniz, örneğin farklı bir dilde yahut braille veya büyük harflerle, bu numarayı arayın

**Turkish**

Якщо Ви бажаєте отримати цю інформацію в будь-якому іншому форматі, наприклад надруковану шрифтом Брайля або великим шрифтом, або Вам потрібна послуга усного перекладу на іншу мову, будь ласка, зв'яжіться з Приймальною комісією школи за телефоном

**Ukrainian**

‘ مدد یا، پرنٹ بڑے یا بریل ساتھ کے تشریح میں زبان مختلف ایک پر طور کے مثال تو، ہیں چاہتے معلومات یہ میں فارمیٹ دوسرے بھی کسی کو آپ اگر

**Urdu**

Os hoffech gael y wybodaeth hon mewn unrhyw fformat arall, er enghraifft braille neu brint bras, neu help gyda chyfieithu i iaith arall, cysylltwch â'r Tîm Derbyn i Ysgolion

**Welsh**



Children are eligible to start Reception the term following their fourth birthday. If your child was born between 01/09/2019 and 31/08/2020, apply before 5pm on 9 January 2024.

**Have you considered making your application online at [www.newport.gov.uk/schooladmissions](http://www.newport.gov.uk/schooladmissions)**

- Please answer all questions and ensure that you sign the form in the space provided.
- Read the School Admissions Policy 2024/25 and the guidance notes attached before filling in this form.
- For assistance with this application, email [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk) or call 01633 656656
- Details of your catchment school can be found at [www.newport.gov.uk/schooladmissions](http://www.newport.gov.uk/schooladmissions)
- This form is available in Welsh / Mae'r ffurflen hon ar gael yn Gymraeg

**Section A: Child's details**

Forename: \_\_\_\_\_ Middle name: \_\_\_\_\_ Surname: \_\_\_\_\_

**Male/Female** Full chosen name (if different from above): \_\_\_\_\_

Date of birth: \_\_\_\_\_ (please supply a **copy** of the child's birth certificate if applicable)

Home address: \_\_\_\_\_

Postcode: \_\_\_\_\_

If your child is currently attending a nursery, please state the name of the setting: \_\_\_\_\_

Is your child  a Looked After Child (by social services)  a Previously Looked After Child (by social services)  Not applicable

If yes, please state which Local Authority this is under \_\_\_\_\_

Social Worker's full name \_\_\_\_\_ Signature\*: \_\_\_\_\_

For a previously **Looked After Child** please provide supporting evidence, such as an Adoption Certificate

\* As the Social Worker for this **Looked After Child**, I confirm that this application has been fully considered and the first preference school named in Section C is the most appropriate to meet their needs.

**Section B: Applicant details**

Parent/Carer(s): \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Home address (if different from above): \_\_\_\_\_

Postcode: \_\_\_\_\_

Home tel: \_\_\_\_\_ Mobile tel: \_\_\_\_\_

Email address: 


Please indicate if you wish to receive correspondence in: English / Welsh / Bilingually

What is your home language? \_\_\_\_\_



You are declaring that all parties with parental responsibility for this child have been consulted and confirm full agreement to this application. If not, or there are any court orders in place / pending legal proceedings, please provide details:

If you would like this application to be discussed with any other parties, please provide name and relationship to child:

### Section C: School preferences

Is your preference of school: Welsh-medium  English-medium  Faith-based   
(You may need to apply to a different admission authority – see guidance notes)

Please indicate your preferred school(s) (in order of preference). You may express more than one preference.

1. \_\_\_\_\_ 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

### Section D: Additional needs

Tick here if your child has a Statement of Special Educational Needs or an Individual Development Plan (IDP) which names a particular school in Section 2D.1 of the document.

If your child has a Statement/IDP but no school is written in section 2D.1, or the document does not have a section 2D.1, you should not tick this box.

If you have ticked this box you must email a copy of the Statement/IDP, including section 2D.1, to [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk)

Please indicate your child's special medical circumstances, if any:

The information requested is regarded as special category data and we require your consent to process this information. Please note we will continue to process your application if you do not give consent, however we will not use this information for any other purpose.

Please check this box to consent

You may withdraw your consent at any time by contacting [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk) or by calling Newport City Council on 01633 65665

### Section E: Relevant Sibling

Does your child have a brother or sister attending any of the schools you have listed? Yes  No

Or are you also making an application for another child? Yes  No

Please provide details of the relevant sibling who is nearest in age to the child for whom the application is being made:

Name \_\_\_\_\_ Date of birth \_\_\_\_\_ School \_\_\_\_\_

If your child has a relevant sibling but you do not mention it here, the School Admissions Team will be unable to take this sibling into consideration when determining your application.





### Section F: Other information (please tick all relevant statements)

Is this a child of UK service personnel or other Crown Servants (including diplomats)? Yes  No

If yes, please specify \_\_\_\_\_

Is this a child of multiple birth (e.g. twin or triplet)? Yes  No

### Section G: Supporting evidence (please tick all relevant statements)

Newport City Council would like to ask for your consent to check your Council Tax record as evidence of your home address. **Please note, we will continue to process your application if you do not give consent, however, we will require alternative evidence from you.** We will not use this information for any other purpose.

You may withdraw your consent at any time by contacting [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk) or by calling Newport City Council on 01633 656656.

Newport City Council may check my Council Tax record as proof of address;

Please check this box to consent. My Council Tax Account number is (if known) \_\_\_\_\_

I attach a **copy** of my child's birth certificate, NHS medical card or valid passport. **DO NOT SEND ORIGINALS**

Other relevant evidence is attached (please specify) \_\_\_\_\_

### Section H: Important information to note

Please ensure that your completed application is submitted to: **School Admissions Team, Civic Centre, Newport, NP20 4UR** by **5pm 9 January 2024**. This is to ensure that a decision is issued to you by no later than 16 April 2024  
**We recommend that you keep a copy of the completed form for your own records.**

**Please provide a reason if the application has been submitted after 5pm 9 January 2024.**

#### Declaration

I have read the Information in the School Admissions Policy and understand that the application is subject to the terms and conditions outlined in this document and therefore there is no guarantee of admission to my chosen school.  
I confirm that I have parental responsibility for the pupil and have obtained the agreement of all other persons who have parental responsibility for the pupil to make this application. The information I have provided is accurate and complete, to the best of my knowledge.

**Signed:** \_\_\_\_\_

**Full name (PRINT):** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Assisted Applications

Please provide your name and contact details below if you have completed this application form on the applicant's behalf. Note that if this is the case, the applicant is still required to sign the above declaration to confirm that they understand the terms and conditions of the application.

**Name:** \_\_\_\_\_

**Contact number:** \_\_\_\_\_

**Relationship to applicant:** \_\_\_\_\_



### Important information to note

Please make sure that you have read the declaration before signing and dating the form. If the application is submitted unsigned, this could delay the processing of your application, thus increasing the possibility of not achieving a place at your preferred school. Allegations of fraudulent claims will be investigated, and places may be withdrawn if applicants have knowingly provided false information in order to obtain the advantage of a particular school, to which they would not normally be entitled.

**DATA PROTECTION ACT: Newport City Council is registered under the Data Protection Act 2018, allowing the council to hold and process personal data. Such information will only be used for the purpose for which it was provided and as allowed by the Act.**

**For processing applications for school places in Newport the information you provide on this application form may be shared with other agencies that are directly involved in the education, health and welfare of school children, including other local admission authorities.** Privacy policy: please view online at [www.newport.gov.uk/privacynotice](http://www.newport.gov.uk/privacynotice)

### Checklist for applicants - please use this checklist before submitting your application

- Could you make this application online instead?**  
If you are making your application before the closing date you could visit [www.newport.gov.uk/schooladmissions](http://www.newport.gov.uk/schooladmissions) and submit your application online. One of the benefits of this is that you will be able to view your decision online on the offer date.
- Have you completed the correct application form?**  
This application form is for parents applying for a **September 2024 Reception place** in a Newport City Council community or voluntary controlled school only. For a place in a Roman Catholic School or Charles Williams Church In Wales Primary contact the school directly. If you require a different application form please contact school admissions on **01633 656656**.
- Have you read and understood these notes before completing your application?**  
Should you require any assistance in completing this form, any clarification of the admissions process, including details of your catchment school, or a copy of the School Admissions Policy, please contact school admissions on **01633 656656** or by emailing [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk)
- Do you have parental responsibility for the child for whom the application is being made?**  
If no, please ask the person with parental responsibility to complete and sign the application form. If you have parental responsibility but are not the parent, have you provided the relevant evidence as detailed in the school admissions policy 24/25
- If the child for whom the application is being made is under the care of a local authority, has the social worker signed the application?**
- If the child for whom the application is being made was previously under the care of a local authority, have you provided a copy of the adoption certificate with the application**
- Do you know what your catchment school is?**  
Details of your catchment school can be found on the council's website ([www.newport.gov.uk/schooladmissions](http://www.newport.gov.uk/schooladmissions))
- Have you answered all questions fully and to the best of your knowledge, including details of any relevant medical factors and / or relevant siblings?**
- Have you given permission for school admissions to refer to your council tax record?**  
If not, please refer to the school admissions policy 24/25
- Have you attached a photocopy of your child's birth certificate as detailed in the school admissions policy 24/25**
- Have you signed the application form?**
- Will your application be received by the school admissions team before the closing date of 5pm 9 January 2024?**

It is the applicant's responsibility to ensure that the **school admissions team** - NOT your preferred school - receives your completed application safely and on time. If you are posting your application it is recommended that the form is sent by recorded delivery. The Council cannot accept responsibility for any application or evidence that is lost in the postal system. Any applications that are received by the school admissions team after the closing date of 5pm 9 January 2024 or applications that remain incomplete (i.e. without proof of address) at the closing date will be determined as being late; this may increase the possibility of not achieving a place at your preferred school.