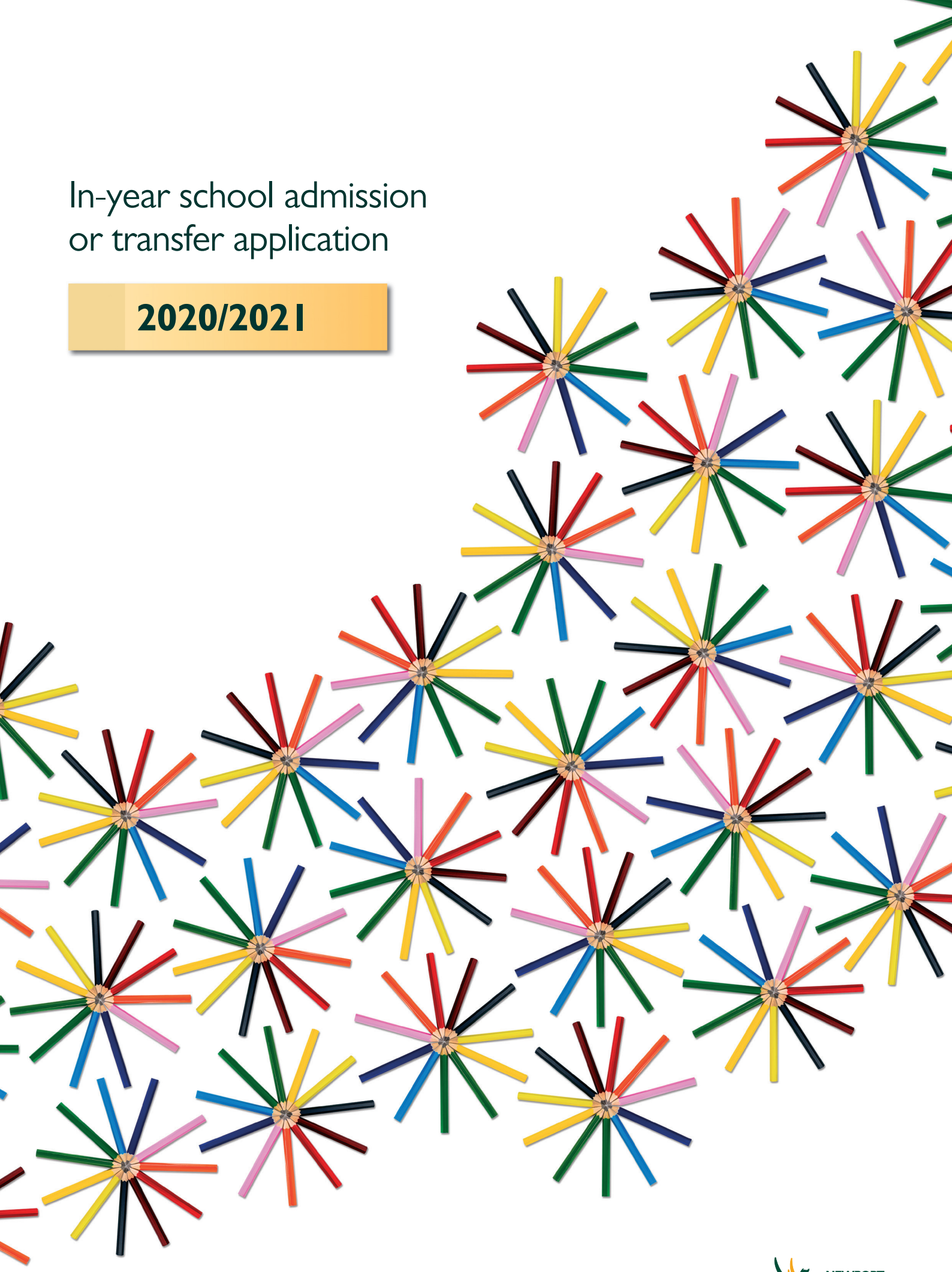
In-year school admission or transfer application

2020/2021



Croesawn alwadau yn gael yn Gymraeg / We welcome calls in Welsh.

NEWPORT CITY COUNCIL
CYNGOR DINAS CASNEWYDD

إذا تنك بغرت هذه المعلومات في أي شكل آخر، على سبيل المثال طريقة برايل للقراءة أو الطباعة، الكبيرة أو مساعدة في
الإلكتروني البريد طريق عن أو 01633 656656 على المدرسة فريق القبول الاتصال يرجى مختلفة، بلغة تفسير
school.admissions@newport.gov.uk **Arabic**

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01633 656656或通過電子郵件聯繫學校招生團隊 school.admissions@newport.gov.uk **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 na 01633 656656 nebo e-mailem school.admissions@newport.gov.uk **Czech**

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 on 01633 656656 or by emailing school.admissions@newport.gov.uk **English**

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 a 01633 656656-os telefonszámon vagy a school.admissions@newport.gov.uk e-mail címen. **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 allo 01633 656656 o inviando un'e-mail a school.admissions@newport.gov.uk **Italian**

如果您希望以其他格式提供这些信息, 例如盲文或大字印刷，或以不同语言解释帮助，请致电01633 656656或通过电子邮件联系学校招生团队 school.admissions@newport.gov.uk **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 na 01633 656656 lub wysyłając school.admissions@newport.gov.uk **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' pelo telefone 01633 656656 ou pelo e-mail school.admissions@newport.gov.uk **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 pe 01633 656656 sau prin email school.admissions@newport.gov.uk **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 по телефону 01633656656 или по электронной почте school.admissions@newport.gov.uk **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 na 01633 656656 alebo e-mailom school.admissions@newport.gov.uk **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 al 01633 656656 o envíe un correo electrónico a school.admissions@newport.gov.uk **Spanish**

Başka bir formatta bu belgeyi almak isterseniz, örneğin farklı bir dilde yahut braille veya büyük harflerle, bu numarayi arayin 01633 656656 veya school.admissions@newport.gov.uk electronic mail gönderin lütfen. **Turkish**

اگر آپ کو کسی بھی دوسرے فارمیٹ میں یہ معلومات چاہتے ہیں، تو مثال کے طور پر کیا مختلف زبان میں حریشتے
داخلہ اسکول کرکے میل ای school.admissions @ newport.gov.uk ای پر 01633 656656 مدد، ای پرنٹ، بڑے ای بریل ساتھ
کریں رابطہ سے ٹیم **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 drwy ffonio 01633 656656 neu e-bostio school.admissions@newport.gov.uk **Welsh**

In-Year School Admission or Transfer **2020/2021**

To apply for a place within a Newport community maintained school, during the academic year, please read the following guidance before completing the application form.

Parents can ask to change schools at any stage of their child's education. Indeed there may be a number of valid reasons for doing so, such as moving house etc. However, changing schools is an issue that needs to be given serious consideration as it is not always the answer and can have a detrimental effect on a child's education.

If you are thinking of applying to transfer your child to another school, you are advised to consider the following:

What year group is my child in?

- Years 10 and 11 are a critical time for pupils who are undertaking examinations and therefore parents should consider this very carefully as there is no guarantee a child's subject choices can be met in an alternative school. Parents of pupils in these year groups should note that with the support of all of Newport's secondary schools, the council actively discourages requests for transfer at this stage of a child's education.

- For pupils in Years 12 and 13 (age 16+), the council has currently agreed to delegate responsibility for the determination of admission arrangements for sixth forms to governing bodies of community schools, and these applications should be made directly to the school.

- It is the council's expectation that children are taught in their chronological year group, unless exceptional circumstances apply. Where there are exceptional circumstances consideration will be given to a parent's request for admission outside the normal age group. However please note that there is no right of appeal if a place has been offered but not in the desired year group.

Have I discussed all options with my child's current school?

- Whilst there are a vast number of reasons for applying to another school, you are advised to discuss your options with your child's current school in the first instance, as there may be strong educational reasons why a transfer should not take place, which you will need to consider. In some cases a meeting may need to be arranged between both (Newport) schools and the parent/ guardian to discuss the transfer.

- Parents are strongly advised that where possible, children should not be removed from their current school until a suitable alternative place can be found. Non-attendance will be recorded as unauthorised absence and could be reported to the Education Welfare Officer.

- Note that a school transfer will not disrupt any action already being pursued by the Education Welfare Service.

2019_02_019

How will my child travel to school?

- Careful consideration needs to be given to how your child will travel to school, as you will not necessarily be eligible for transport assistance, even if you have previously qualified.

- For Newport residents free home to school transport is provided to pupils who live 2 miles or more, for primary aged pupils, and 3 miles or more, for secondary aged pupils, from their catchment or nearest available school (including Welsh-medium and faith). In addition the Learner Travel (Wales) Measure states that a child is eligible for free home to school transport to an alternative school if this is nearer than the catchment school and provided that the qualifying distance is met. The full home to school transport policy can be found in the NCC Education: A Guide for Parents.

What next?

If you wish to proceed, please complete the attached In-Year School Admission or Transfer 2020/21 application form and return to: School Admissions Team, Civic Centre, Newport. NP20 4UR.

All transfers must be approved by the council, who will endeavour to make a decision within 15 school days (or 28 calendar days) from the date the application is received, although this is not guaranteed and at busy times may be delayed. Head teachers cannot give parents an expectation that their application will be successful, or tell them that their child has been given a place at the school, before an offer of a place has been made formally by the council. Should you wish to apply for a place at a Voluntary Aided (faith) school, please contact the school direct.

How we allocate places

All applications are processed in accordance with the council's admissions policy and the council will try to comply with parental preference were possible. However in cases where the number of applications is greater than the number of places available, the following oversubscription criteria will be applied to determine priority. Where a school is named in a statement of Special Educational Needs, the council has a duty to admit the child to the named school before the over-subscription criteria is applied against applications received.

Oversubscription criteria for admission to community nursery schools and classes

1. Looked-after children (children in public care) and previously looked-after children (evidence may be required to substantiate this. See section A guidance notes.).

2. Those pupils living within the catchment area (see section A guidance notes) and making an application on medical grounds (see section D guidance notes) or placed on the Child Protection Register and recommended by Social Services (see Section F guidance notes).

3. Those pupils living within the catchment area (see section A guidance notes).

4. Pupils living outside of the catchment area and making an application on medical grounds (see section D guidance notes) or placed on the Child Protection Register and recommended by Social Services (see section F guidance notes).

5. Pupils living outside of the catchment area.

After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to the preferred school.

How we allocate places

Oversubscription criteria for admission to community primary schools

1. Looked-after children (children in public care) and previously looked-after children (evidence may be required to substantiate this see Section A guidance notes).
2. Those pupils living within the catchment area (see section A guidance notes) and making an application on medical grounds (see section D guidance notes) or placed on the Child Protection Register and recommended by Social Services (see section F guidance notes).
3. Those pupils living within the catchment area (see section A guidance notes) but with relevant siblings (see section E guidance notes).
4. Those pupils residing within the catchment area (see section A guidance notes).
5. Pupils living outside of the catchment area and making an application on medical grounds (see section D guidance notes) or placed on the Child Protection Register and recommended by Social Services (see section F guidance notes).
6. Pupils living outside of the catchment area but with relevant siblings (see section E guidance notes).
7. Pupils living outside the catchment area.

After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to the preferred school.

Over-subscription criteria for admission to Voluntary Controlled Primary Schools

Malpas Church in Wales Primary School is a voluntary controlled school for which the council is the Admissions Authority. As a result the council's published oversubscription criteria as outlined above is applied. Within each category however, the following priority order is afforded:

- **Children and / or parent(s) who are practising members of the founding religious body of the school (Church in Wales);**
- **Children and / or parent(s) who are practising members of other Christian churches or religious denominations;**
- **Children and / or parent(s) who are practising members of other faiths.**

In determining this priority, the word "practising" is defined as at least once a month for the last six months attendance at church by at least one parent and / or child (where necessary this may be confirmed with a member of the clergy).

Oversubscription criteria for admission to community secondary schools

1. Looked-after children (children in public care) and previously looked-after children (evidence may be required to substantiate this (see section A guidance notes).
2. Those pupils living within the catchment area (see section A guidance notes) and making an application on medical grounds (see section D guidance notes) or placed on the Child Protection Register and recommended by Social Services (see section F guidance notes).
3. Those pupils living within the catchment area (see section A guidance notes) but with relevant siblings (See Section E guidance notes).
4. Those pupils residing within the catchment area (see section A guidance notes).
5. Pupils living outside of the catchment area and making an application on medical grounds (see section D guidance notes) or placed on the Child Protection Register and recommended by Social Services (see section F guidance notes).

6. Pupils living outside of the catchment area but with relevant siblings (See Section E guidance notes).

7. Pupils living outside the catchment area.

After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to the preferred school.

Preference will be given to those parents who are seeking a place during the current term over those seeking a place in the following academic year. Where an application is to be made some time in advance of the required start date, the council will hold open the place for no more than one school term.

Please note that attendance at a specific nursery or primary school is not taken into consideration when determining priority for a normal admission round for Reception or Year 7 and does not guarantee a place at any school.

What if my application is refused?

- If the admission number of the relevant year group at the chosen school has already been reached, the transfer request will be refused and parents advised of their right to appeal against the council's decision (note that there is no right of appeal for admission to nursery).
- If you live in Newport, you may be offered an alternative place in your catchment school or next nearest available school if your preferences cannot be accommodated. Alternative places for children who do not live in Newport should be sought from the home local authority.
- Your child's name will remain on a waiting list for the preferred school until the end of the academic year (31st August) in which the application is made, at which time a new application may be made. If spaces become available, they will be allocated to children in accordance with the published oversubscription criteria.
- A child's position on the waiting list may change as applications may be received that have a higher degree of priority under the admission criteria. Waiting lists do not give priority to children based on the date the application was added to the list.

In-Year School Admission or Transfer **2020/21**

- Before filling in this form, you should read the guidance notes attached. Please answer all questions fully, ensuring that you sign the form in the space provided.
- School Admissions will try to issue a decision on your application within 15 school days, but at busy periods this may be delayed. Please allow adequate time for us to determine your application.
- For assistance with this application, email school.admissions@newport.gov.uk or call 01633 656656.
- Details of your catchment school can be found at www.newport.gov.uk/schooladmissions

Section A: Child's details

Full legal name: .....

Male/Female: .....

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

Full chosen name (if different from above): .....

Home address: .....

.....

Postcode: .....

Is your child
- ☐ a looked after child (by social services)
- ☐ a Previously a looked after child (by social services)
- ☐ Not applicable

If yes, please state which Local Authority this is under .....

For a previously looked after child please provide supporting evidence, such as an adoption certificate

Social Worker's full name: .....

Signature*: .....

* *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: .....

Have all parties with parental responsibility for this child been consulted and confirmed full agreement to this application? **Yes/No**

If No, is there a court order in place or any legal restrictions that prevent you making this application? **Yes/No**

Are you in receipt of the Child Benefit for this child? **Yes/No**

Home address (if different from above): .....

.....

Postcode: .....

Home Telephone Number: ..... Mobile Tel. .....

Email address: .....

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

What is your home language? .....

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

1. .....

2. .....

3. .....

Immediate start required? Yes / No If no, date place required: .....

* This is an indication of when the place is required and does not guarantee a particular start date.

Section D: Additional needs

Does your child hold a Statement of Special Educational Needs / Individual Development Plan (IDP) which names a school? **Yes/No**

If yes, which school is named?.....
(Please provide a copy of the statement / IDP with the application)

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.

You may withdraw your consent at any time by contacting **school.admissions@newport.gov.uk** or by calling Newport City Council on **01633 656656**

Newport City Council may use the information provided in Section D (and any supporting information that is required) for the purpose of processing my school admissions application;

☐ Please check this box to consent

Section E: Relevant Sibling

Does your child have a brother or sister already attending any of the schools you have listed? **Yes/No**
Or are you also making an application for another child? **Yes/No**
(Please note a separate application must be made for each additional child)

Sibling 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

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**

Is this a child currently on the child protection register? **Yes/No**
If yes, please state which Local Authority this is under .....

Section G: Current/last school

Name and address of current/last school: .....

Reason for leaving: .....

Is your child currently electively home educated? .....

The council will make contact with your child's current/last school for an overview of their previous educational record, which will be passed to the school to which your child is admitted.

Have you discussed this transfer with your child's current school? **Yes/No**

If your child is currently in Year 10 or 11, please state their current GCSE subject options below. Note that it may not be possible to accommodate these options in the school to which you are applying and this is likely to have a significant, detrimental effect on their learning outcomes.

1. ..... 4. .....

2. ..... 5. .....

3. ..... 6. .....

Has your child been permanently excluded from any school within the last five years? **Yes/No**

If yes, please provide the name of the school(s) .....

and the date the permanent exclusion began .....

Section H: 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** 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.....

☐ 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 I: Declaration

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: .....

Please ensure that your completed application is submitted to:
School Admissions Team, Civic Centre, Newport, NP20 4UR
or via email to **school.admissions@newport.gov.uk**

We recommend that you keep a copy of the completed form for your own records.

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 the purpose of 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. Allegations of fraudulent claims will be investigated and places may be withdrawn if applicants knowingly provide false information in order to obtain the advantage of a particular school, to which they would not normally be entitled.

Application form guidance notes

Section A: Child's details

Name: Your child may be known by one name but have a different legal name. The legal name is the name stated on the birth certificate (unless you have legally changed the child's name since birth. In this case please provide a copy of the legal change of name papers). Please note that the Council will refer to your child by their legal name for the purposes of this application.

Address: For this application, the Council will consider the child's home address to be the genuine principal place of residence where the child permanently resides with their parent/legal guardian at the time the application is submitted, and does not mean the address at which the child is cared for by relatives or others. If a child is resident with relatives or others for reasons other than legal guardianship, that address will not be considered for allocation purposes.

Where parents have shared responsibility for the child and the child spends equal time with both parents during the school week, or the home address is in dispute, the place of residence of the parent who receives the Child Benefit will be considered the child's home for allocation purposes.

Please note the council will undertake thorough residency checks and reserves the right to request independent confirmation of the child's address. Applicants may be asked to supply additional documentation to support their application.
The Council will use the home address to determine the catchment school for allocation purposes. However please note that there is no guarantee of a place, even at your catchment school.
Those pupils residing within a school's catchment area will be given priority over those children living outside the catchment area.

It is the applicant's responsibility to advise the School Admissions Team of any changes in circumstances including a change of address following submission of the application. Such changes may have an effect on the outcome of the application.

Looked after children / previously looked after children:
Where the application is for a child who is currently under the care of a local authority, the relevant Social Worker must sign the application form to authenticate the validity of the application and confirm the appropriateness of choice of school. Evidence such as an Adoption Certificate will be required to confirm the status of previously looked after children.

Note that previously looked-after children will only be given priority if places are available.

Section B: Applicant details

Please note that this application must be made by an adult who has parental responsibility for the child. It is not the responsibility of the School Admissions Team to determine parental responsibility; however it may be necessary for the Council to request evidence of such in certain circumstances. Where parental responsibility is equally shared, the Council will ask the child's parents to determine which parent should submit the application. If parents cannot agree and neither has obtained a court order stating who should be making the application, the Council will accept an application from the parent in receipt of Child Benefit for the named child (evidence of this will be required). If there is a residence order in place affecting the child for whom the application is being made, a copy of the order must be submitted with the application.

Where parental responsibility is held by someone other than the child's mum or dad, it will be necessary to submit evidence of this in support of the application. An acceptable form of evidence for this purpose would be a copy of any legal document awarding parental responsibility to the adult making the application.

Application form guidance notes

Section C: School preferences

Before choosing which school to apply for you should read the School Admissions Policy which lists all of the schools in Newport and you can visit www.newport.gov.uk/schooladmissions to find out what your catchment school is.

Community / voluntary controlled schools:

Community / voluntary controlled schools: Via this application form parents may express preferences for any Newport community or voluntary controlled school, including schools outside of a child's catchment area. This includes both English-medium and Welsh-medium schools. You may express more than one preference and give a reason for your preference(s). Expressing a preference does not guarantee admission to your chosen school but it will give your child priority over children whose parents have not expressed a preference for that school.

Welsh medium schools

If your preference is for a Welsh-medium education then please indicate this on the form by ticking the box to inform the admissions team. In Newport there are 3 Welsh-medium primary schools, all with a nursery attached, and 1 Welsh-medium secondary school details of which can be found on our website www.newport.gov.uk or in the School admissions policy 2020/21. Pupils or parents who would like Welsh-medium education do not have to be fluent Welsh speakers to be accepted into Welsh-medium schools. Visit www.newport.gov.uk/**becomingbilingual** for more information.

Faith / voluntary aided schools

If you would like to apply for a place at a faith or voluntary aided school (e.g. Roman Catholic schools in Newport or Charles Williams Church in Wales Primary School) please contact them directly to make an application.

The School Admissions Team will not be able to consider any request for these schools as the Governing Body is the Admission Authority. Furthermore, these schools have their own admissions policy. For full details of these policies, parents are asked to contact the preferred school.

Section D: Additional needs

Additional Learning Needs (ALN): Children with a formal statement of Special Educational Needs / Individual Development Plan (IDP) are afforded priority ONLY if the school to which the parent is applying is named in Newport City Council's statement.

Medical needs: Applications on medical grounds are prioritised if they are supported by a medical consultant's report, obtained by the applicant specifying the medical advantage of the child attending the preferred school. Reports from family doctors or other health professionals are not accepted for this purpose. Note that priority is only given if places are available.

The Council will only offer priority where it can be evidenced that the preferred school is the only viable option when compared with other schools that the Council may be able to offer.

Section E: Relevant sibling

Children who will have a brother or sister at the school to which the parent is applying, at the date of admission, will be given a higher priority than those who do not. Please note however that having a sibling at the school does not guarantee admission for any other children in the family. Brothers and sisters, whether half, full, step, or foster will be considered relevant where living in the same household. Please note that siblings in Years 12 and 13 are not considered relevant.

This is not applicable to nursery applications.

Section F: Other information

UK Service Personnel: Children of UK Service personnel are subject to frequent movement and if, as a result of the serving/returning officer's posting/discharge, this generates a need for a school place in Newport, the child will be admitted to the school if the application is accompanied by:

- Official proof of posting i.e. a posting notice; or
- A discharge notice; and
- A copy of the Service Identity Card.

Crown Servants: Children of Crown Servants (including diplomats) moving to Newport will be determined as meeting the residency criteria for the relevant catchment school if the application is accompanied by an official proof of posting declaring:

- a definite return date;
- confirmation of the new address wherever possible;
- confirmation of the Crown Servant status.

Children of multiple birth: If, when applying the over-subscription criteria, the last child to be admitted is one of multiple birth the council will admit the other sibling(s).

Applications for children placed on the Child Protection Register must be supported by a written recommendation from a Social Worker giving reasons for the child's admission to a particular school in order to receive priority. Note that priority is only given if places are available.

Application form guidance notes

Section G: Current/last school

Upon receipt of your application and where possible, the School Admissions Team will make contact with your child's current school to discuss your request for a transfer. Consequently before applying to change schools, you are advised to discuss your options with your child's current school in the first instance, in order to resolve any issues that may have arisen and / or follow the school's complaints procedure if appropriate. There may be strong educational reasons why a transfer should not take place, which you will need to consider and in some cases a meeting may need to be arranged between both (Newport) schools and the parent / guardian to discuss the transfer.

In summary, if your child is having problems at school, before requesting a transfer to another school you should first:

- **Contact your child's current school to discuss the situation;**
- **Discuss the situation with your child;**
- **Ask for help from the Education Welfare Officer**

Before applying to change your child's school, you should consider the following in relation to your child's welfare:

- **Will transport be an issue, in terms of both cost and travel time?**
- **Will the transfer affect any brothers or sisters?**
- **Will your child miss their friends?**
- **If your child is in Year 10 or 11 will the GCSE subject options be affected?**

Section H: Supporting evidence

Please provide photocopies in all cases as the council cannot guarantee the safe return of original documents and is unable to provide a photocopying service.

Proof of residency is required in support of all applications, and for this purpose, if you live in Newport it is possible for the council to refer to your council tax record. However, this can only be done with parental consent.

Any applicants unwilling / unable to allow this, or those who do not live within Newport should provide additional physical photocopied evidence in order to verify their home address. In such cases, accepted forms of physical evidence are a valid driving licence; a current council tax bill (where the applicant lives outside of Newport); or a current child benefit / child tax credit notification naming the child for whom the application is being made.

Proof of date of birth:
It is the council's policy that children are taught in their chronological year group, unless exceptional circumstances apply. Consequently if your child is not currently in a Newport council-maintained school, this application must be supported by a photocopy of the child's birth certificate, NHS medical card or valid passport.

Proof of previously looked-after child status:
If your child was previously a looked-after child under the care of a local authority you will need to submit evidence of this, such as a copy of the adoption certificate.

Medical circumstances: See Section D for details

UK Armed Forces and **Crown Servants:**
See Section F for details

Parental responsibility:
See Section B for details

Section I: Declaration

Please make sure that you have read the declaration before signing and dating the form. Should the application be submitted unsigned or incomplete, this could significantly delay the processing of your application, 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.

Privacy policy: please view online at
www.newport.gov.uk/**privacynotice**

Checklist for applicants

☐ **Have you completed the correct application form?**
This application form is for use outside of the normal admissions round by those who have either moved into the area and wish to apply for a community school place for their child; or who wish to change their child's current school within Newport. Please contact the School Admissions Team on **01633 656656** if you require a different application form.

☐ **Have you read and understood these notes before completing your application?**
Should you require any assistance in completing this form, any clarification of the admission process, including details of your catchment school, or a copy of the School Admissions Policy please contact School Admissions on **01633 656656** or via **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 under Section B of the guidance notes?

☐ **Have all parties with parental responsibility for this child been consulted and confirmed full agreement to this application? Is there a court order in place or any legal restrictions that prevent you making this application? Are you required to provide a copy of your Child Benefit statement to prove you are the recipient for this pupil?**
Refer to Section B of the guidance notes for an explanation.

☐ **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 evidence of this with the application?**

☐ **If the child for whom the application is being made is on the Child Protection Register, have you provided a letter from the social worker?**

☐ **Do you know what your catchment school is?** Details of your catchment school can be found at www.newport.gov.uk/**schooladmissions**

☐ **Have you answered all questions fully and to the best of your knowledge, including details of siblings (not applicable for nursery applications) and any relevant medical factors?**

☐ **Have you given permission for School Admissions to refer to your Council Tax record? If not, have you provided acceptable physical evidence as detailed in Section H?**

☐ **If the child for whom the application is being made is not currently in a Newport school, have you attached a copy of your child's birth certificate as detailed in Section H?**

☐ **Have you signed the application form?**