

OFFICE USE ONLY
Date Received:

Acknowledgement Card:

FIRST TIME ADMISSION APPLICATION FORM



It is very important that:

- You read all guidance notes and either visit www.leics.gov.uk/admissions or obtain a copy of *Your Guide to Primary Education in Leicestershire* from the Allocations Section Tel 0116 305 6684
- You check or complete all sections – failure to do so may delay the processing of this form
- The person completing this form has legal responsibility for the child

Section 1 - PUPIL DETAILS (please make sure ALL details are correct)

Full Name:

Male Female

Date of Birth:

Please provide your home address below.

Address:

Tel No:

Mobile No:

Email:

Postcode:

Section 2 - SCHOOL PREFERENCES (You must complete this section it cannot be left blank)

Our aim is to meet your first preference however there is no guarantee of a place even at your catchment area school. Therefore give consideration to making up to three school preferences, and to placing your catchment area school as one of your preferences. **It cannot be left blank.** If you are unsuccessful in being offered any of your preferred schools, we will then inform you of schools that still have space.

1) First preference:

Reasons i.e. catchment school, siblings, serious medical, exceptional social/domestic needs (professional documentation required), attach separate sheet if needed.

2) Second preference:

Reasons i.e. catchment school, siblings, serious medical, exceptional social/domestic needs (professional documentation required), attach separate sheet if needed.

3) Third preference:

Reasons i.e. catchment school, siblings, serious medical, exceptional social/domestic needs (professional documentation required), attach separate sheet if needed.

You can apply on-line at www.leics.gov.uk/admissions

Section 3 - Additional Child/Family Information (completing this section may help us to give a higher priority to your case.)

Is the child in the care of a Local Authority? (formerly known as 'looked after') Yes No

If 'YES', please name the Local Authority:

Does the child have a Statement of Special Education Needs? Yes No

Your relationship to the child:

Parent:
Mother
Father
Step-parent
Carer:
Guardian
Foster Carer
Social Worker

If Social Worker or Lead Professional:
(please give full contact details):

Does your child have a brother / sister already attending any of your preferred school(s) (sec 2)

YES NO If 'YES' please give full details below:

	Name of Brother/Sister:	Date of Birth:	Year Group	Name of school they are attending	Home Address if different to Section 1
1)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Section 4 - DECLARATION

I declare all the information I have provided is true. I also understand that any allegation of false or fraudulent information to gain a school place will result in the Council taking reasonable steps to ascertain the accuracy of the information. If the information is found to be false it may result in my child losing their place.



Data Protection Act 1998. The information you supply will be held in a computer database which will be used by Leicestershire Local Authority and the other admissions authorities to which you are applying for a school place. The information will be used for the sole purpose of fulfilling the Local Authority's statutory and operational needs in the area of school allocations and associated matters.

Mr, Mrs, Ms, Miss, Other: Print Name:

Signature: Date:

What to do next:

- Check all completed sections and keep a copy of this form
- If you need any help, contact the Allocations Section (tel: 0116 305 6684 from 9.00am to 4:30pm)

• **RETURN** This form to: **ALLOCATIONS SECTION, ROOM 144
CHILDREN AND YOUNG PEOPLE'S SERVICE
COUNTY HALL, GLENFIELD
LEICESTER LE3 8RF**

Or Apply On-Line @ www.leics.gov.uk/admissions

Please refer to "Your Guide to Primary Education", the Leicestershire County Council website or the Allocations Section for confirmation of the closing date. Applications received after the closing date will be treated as late.