**THE PINES PRIMARY SCHOOL**

**Headteacher: Mrs Kerry Darby**

**IN-YEAR APPLICATION FORM** – PLEASE COMPLETE AND RETURN TO THE SCHOOL OFFICE

It is recommended that before completing this form you read the information for the current school year at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions), or contact the Admissions Team on 0345 600 0981.

For further information on the handling of personal data, please see a copy of the Privacy Notice at:

<https://pinesprimary.org/about-us/policies/>

**CHILD’S DETAILS**

Legal Surname: ...............................................................................................(as it appears on pupil’s birth certificate)

Legal Forename: ...........................................…....................... Middle name(s):……………………………………..........

Date of birth:………………………………………………………………...................... Gender…….Male / Female

Home Address: ..............................................................................................................................................................…

…………………………………………………………………………………………………………………………………………

Postcode: .............................................................................. Telephone number: ..............................................................

Is the child in Local Authority Care? YES / NO Has the child previously been in Local Authority Care? YES/NO

Was your child adopted from state care outside of England? ………………………………………………………………

If Yes, Name of Care Authority: …………………………………………… ………………………………..…………………

Does your child have any Special Needs provision? YES/NO If yes, is there an EHCP in place? YES/NO

Please give details:…………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………………………………

Name & address of previous school: ...............................………………….…………...............................................……

………………………………………………………………………………………………………………………….………………..

Reason for leaving: ………………………………………………………………………………………………………………….

If this school is overseas, please give name and address of any previous UK school attended:

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**APPLICANT DETAILS – Parent/Carer**

Title: ................. Surname: ............................................................... Forename: ............................................................

Relationship to child: ..............................................................….................... Parental responsibility: YES / NO

Home address (if different to the child’s): ..………………………………………...…………….........................................

…................................................................................................................ Postcode: .......................................................

Telephone numbers: .............................................................……………......................................................

Email:address: ……………………………………………………..……..…………………..…..…….……………

Are you privately fostering this child? YES / NO

Are any of the child’s parents serving in regular military units of any of the armed forces, and designated as Personnel Category 1 or 2? YES / NO / DO NOT WISH TO DISCLOSE

USAF PERSONNEL? YES/NO If yes, expected leaving date: …………………………………………...

**OTHER DETAILS**

**if you are moving house please complete this section**

Child’s future address: …………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………..

Postcode: ……………………………………………... Date of move: ………….…………………………………….

When would you like your child to start at The Pines Primary School? ……………………………………………

**NB:** Your child cannot be guaranteed a place at this school

Does this child have a sibling at this school? YES/NO

If yes, sibling’s name:………………………………………………… Sibling’s date of birth: ……………………..

Reasons for applying for this school:

…………………………………………...…………………………………………………………………………………

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Any additional information: ……………………………………………………………………………………………………....

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I certify that, to the best of my knowledge, the information on this form is correct.

I understand that if I am not offered a place I will be added to the waiting list and removed after 3 months. I will reapply at this time if I wish to remain on the waiting list.

Signature (parent/carer): ……………………………………………..………. Date: ………..…………

The Data Protection Act (1998) and the Education (School Records) Regulations (1989) protect this strictly confidential information, stored on the school’s student records database. The information on ethnic origin and first language is needed by the school and by the County Council (the Children’s Services Authority). This is to ensure that resources are made available when required and that the Education Service offers real equality of opportunity for all pupils.