

You can use this guidance to help complete the school admissions form for children under 11 years of age. If you require further assistance or have questions please contact Swansea Council's Admissions Team directly by email - [admissions@swansea.gov.uk](mailto:admissions@swansea.gov.uk) - or by phone - 01792 636500

You can also find information at [www.swansea.gov.uk/schooladmissions](http://www.swansea.gov.uk/schooladmissions)



## ADMISSION APPLICATION FORM

Please complete this form for children of Reception age to Year 6.

Surname:

Your Child's Surname

Date of Birth:

Date Of Birth  
MM/DD/yy

First Name(s):

Child's First and any additional  
Names

Gender:

Male / Female  
Or Other (Specify)

Current School:

Name / location of previous school (Required even if overseas)

**About Your Child**  
Please ensure the details provided match the Passport / BRP of your Child

**ADDRESS AT WHICH PUPIL IS RESIDENT** During the admissions procedure you **must** notify School Admissions Team in writing of any change of home address. Where a place is offered based on the address given on the preference form but it is subsequently found to have changed because you have moved home, the place may be withdrawn. Places offered on the basis of fraudulent or intentionally misleading information will be withdrawn. **Your statutory right of appeal will not be affected.**

Full UK Residential Address - Do Not Use the University Campus Address!

If applying pre-travel, provide your current overseas address

Post Code:

Telephone:

Contact Telephone Number

### NAME(S) OF PARENT(S) OR ADULT(S) WITH PARENTAL RESPONSIBILITY (CARERS)

<b>Title:</b> Mr / Miss Mrs etc	<b>Initials:</b> First & additional name initials	<b>Surname:</b> Full Surname	<b>Daytime Telephone No:</b> Contact Number
<b>Relationship to child:</b>		Mother / Father / Aunt / Uncle / Carer etc.	
<b>Address (If different from Pupil's address):</b> Only required if you are not living at the same address as your child			
<b>Email Address(es):</b> Your personal email address (not Swansea Uni Address)			
<b>Title:</b>	<b>Initials:</b>	<b>Surname:</b>	<b>Daytime Telephone No:</b>
<b>Relationship to child:</b>			
<b>Address (If different from Pupil's address):</b>			
<b>Email Address(es):</b>			

**About You**  
Complete these details for yourself as the parent / guardian.

If you have a spouse, partner or other family member who will share responsibility for the child, please also provide their details.

If you are the sole carer for your child, leave the second section blank



**Names of preferred schools.** Applications for any schools outside Swansea Local Authority will need to be made to the relevant Authority.

**Please state 3 preferences in ranked order.** (Do not include fee-paying Independent schools)

<b>1st Preference</b>	<b>Your Preferred School Choice</b>
<b>2nd Preference</b>	<b>Your Second School Choice</b>
<b>3rd Preference</b>	<b>Your Final School Choice</b>

**Date admission required:**

The date you wish your child to start school. If applying in advance, use UK Arrival date or School Term Start Date. If already arrived and inside school term time, state "Immediate"

**VOLUNTARY AIDED SCHOOLS**

If you have stated a preference for a Voluntary Aided (VA) School you should also contact the VA school as additional information may be required in support of your application.

Only required if applying for Bishop Vaughan School

**Please tick any of the following reasons applicable to each of your choice of schools.**

Reasons:	1st Pref	2nd Pref	3rd Pref
Sibling (brothers and sisters)(please provide details below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catchment Area (where Catchment Area applies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distance (home to preferred school)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If these reasons apply to your choice of school, please place an X in the box

**PLEASE STATE ANY OTHER REASON FOR YOUR CHOICE**

Please include here any further information which you consider may be relevant to your preference(s). You may wish to make separate statements in support of each of your preferences. Please provide full details of dual residency.

If you have any specific reasons for your school choice, please write them here.

Also please advise of your student status, home nationality, and your child's visa status (Dependent Visa, BRP issued)

**SIBLINGS**

A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address.

Name of Sibling	School	Yr Group	Date of Birth

If you have more than one child applying for school include their details here (as well as completing an individual application for them). In 'School' field state "Applied to" and name of school

The council will try to ensure children from the same family secure places at the same school however this cannot be guaranteed.



Check the 'No' Box unless you are a serving member of the UK Armed Forces



Please indicate if the pupil is of UK Service Personnel	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

If your child has any Special Educational Needs please answer yes and provide details in your email

Additional Learning Needs		
Does your child have a Statement of Special Educational Needs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your child have an Individual Development Plan (IDP) where the LA has named a school in section 2D.1 of the IDP?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Answer this question 'No' unless your child has studied in the UK previously and had an IDP

Is the child "Looked After" (in the care of a Local Authority) or been "previously Looked After" (in the care of a Local Authority)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES please complete the Supplementary Information section.		

This section should only be completed if the child has previously been taken into the care of a UK Local Authority ("Looked After") and has been assigned a Social Worker

Supplementary Information	
<p><b>To be completed if you ticked 'YES' to the question: 'Is the child "Looked After" (in the care of a Local Authority) or been "previously Looked After" (in the care of a Local Authority)'.</b></p> <p>Please be aware that the information below should be completed in full and the social worker contacted before we can process your application:-</p>	
<b>Please state which Local Authority the child is in the care of:</b>	
<b>Date of first LAC episode and LAC status at that time:</b>	
<b>Current LAC legal status:</b>	
<b>Date LAC status ceased (if applicable):</b>	
<b>Reason for LAC status being ceased:</b>	
<b>Contact details of current (or previous) Social Worker:</b>	
<b>Name of current (or previous) Social Worker:</b>	
<b>Email:</b>	
<b>Telephone:</b>	



## PARENT'S/CARER'S DECLARATION

**I declare that all the information which I have provided is true. I understand that any school place offered on the basis of fraudulent or intentionally misleading information may be withdrawn. I have read the Council's information booklet on admissions.**

Free home to school transport is only provided for pupils who live two miles or more from their designated primary school or three miles or more from their designated secondary school. If you are applying for a place at a school that is not the designated school for your home address, the responsibility and the cost for getting your child to and from school lies with you as parent/carer. The local authority will not provide free home to school transport when a pupil does not attend their designated school. Further information about school transport and admissions is available on the Council's website and hard copies of explanatory material can be provided upon request.

**DATA PROTECTION PRIVACY STATEMENT** - Swansea Council is the data controller for the personal information you provide on this form. We are collecting this information as part of our obligation under the Welsh Government School Admissions Code. Your information will be used to help us fulfil our legal obligations associated with arranging school places and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law which will include data sharing with the school(s) relevant to your child. We are obliged by law to report certain matters on school pupils to Welsh Government.

Data protection law describes the legal basis for our processing your data as necessary for compliance with a legal obligation. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate [privacy notice](https://www.swansea.gov.uk/privacynotice) on our website <https://www.swansea.gov.uk/privacynotice>

**VERIFICATION OF INFORMATION** – The Local Authority reserves the right to contact other Local Authority departments or other organisations or individuals to verify the details submitted on this admission application form.

Please tick to confirm this statement has been read:

**You MUST read and agree to the statement and tick this box**

Signed :           Your Signature          

Date:           DD/MM/yyyy          

Council Tax reference number :

**If you know your Council Tax reference number, add that here. If you do not, state this and see the information below.**

**PLEASE RETURN THIS FORM TO: [Admissions@swansea.gov.uk](mailto:Admissions@swansea.gov.uk) or Admissions Team, School Support Unit, Civic Centre, Oystermouth Road, Swansea, SA1 3SN**

**If you do not know your Council Tax reference number, you MUST provide an alternative proof of address.**

**The following will be accepted:**

**Drivers Licence / Car Insurance Policy  
Mortgage payment document / Tenancy Agreement  
Recently paid gas / electricity or other utility bill  
Recently paid credit card / store card bill**

**If you are applying pre-travel using your non-UK address, you \*MUST\* update the council with your UK address as soon as you have secured this and provide proof such as tenancy agreement or council tax reference number**

**Additional Supporting Information:**

**When emailing your application, we encourage you to include details of your and your dependent's visa status and copies of any documents, such as your CAS, Visa or BRP. This will enable the council to establish your status.**

**Support with applications:**

**If you have questions or require assistance with your applications, you may contact the team at Swansea Council by email at - [admissions@swansea.gov.uk](mailto:admissions@swansea.gov.uk)**