

School admissions application for

In Year applications from September 2027 to July 2028

When should I apply for a school place?

If your child needs a school place in a City of York school, you can apply online at york.gov.uk/admissions or complete and return the application below. You can also find more information including school admissions policies at york.gov.uk/admissions.

Special Educational Needs

There is a separate admissions process if your child has an Education, Health and Care Plan (EHCP) - see **Our Local Offer for SEND** (yorksend.org). You should also contact the SEN team responsible for your child's EHCP.

Parent/Carer's details

Surname	Title
Forename	Relationship to Child
Email Address	Mobile Phone

Pupil's details

Surname	Date of Birth
Forename	Gender
Address (this must be their main residence)	Postcode
	Current School

Is this child currently in the care of a Local Authority?

☐ Yes

☐ No

Has this child been adopted from Local Authority care?

☐ Yes

☐ No

Your preferences

You can name up to 5 schools as preferences and we recommend that you include your **catchment** school as one of your preferences. If you are applying for an academy or voluntary aided school on the grounds of religion or belief, you may need to also complete a **Supplementary Information Form** available direct from the school. Beside each preference you should note additional information relevant to your application such as the name and date of birth of a **sibling** who attends the school or the Local Authority area where the school is located if this is outside York. Additional details for other reasons should be emailed to education@york.gov.uk.

1st Preference	Sibling
2nd Preference	Sibling
3rd Preference	Sibling
4th Preference	Sibling
5th Preference	Sibling

Reason(s) for your preferences

Please enter reasons for any of your preferences below, stating to which school the reason applies. Please attach additional pages where necessary:

Declaration

I declare that all information I have given is correct. I understand that false or fraudulent information may result in my child losing his/her school place.

- » I have parental responsibility for the child and I confirm that all other persons with parental responsibility have agreed to the preferences of schools given. I confirm that to my knowledge, there are no applications before the County/Magistrates Courts by a parent or someone claiming to be a parent disputing the child's residence or which school they should attend.
- » I understand that the information provided on this form will be processed in accordance with the requirements of the General Data Protection Regulations 2018 (see note below).

Please note:

- » The **Guide for Parents** contains advice and information we recommend you consider prior to making an application. The Guide explains key information including how places are allocated and how applications are processed. Please visit york.gov.uk/admissions
- » Applications made more than **20 school days** before the school place is required will be not be accepted. Any applications submitted before this time will be returned.
- » The data you have provided to City of York Council will be used by us, and may be shared with schools and the Department for Education for the purposes of providing for children's education and supporting your child's teaching and learning. For more information on how we use your data, including Schools Privacy Notice, please visit york.gov.uk/admissions
- » The City of York Council reserves the right to withdraw a school place at any time if the information provided in this application is untrue or incorrect in any way.

Signed	Date
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Return to:

School Admissions Team
West Offices,
Station Rise,
York, YO1 6GA

Or email: education@york.gov.uk

Find out more online at: york.gov.uk/admissions or call: **01904 551554**.