

**Application Form for use by Sheffield residents only  
To apply for initial admission into Primary school –2024/25**



**Pupil Details:**

**STUD I.D**

<b>First Name:</b>	<b>Last Name:</b>
<b>Date of Birth:</b> <i>(should be between 01/09/19 and 31/08/20)</i>	<b>Gender: Male / Female</b> <i>(please circle)</i>
<b>Address:</b>	
<b>City:</b> _____ <b>Postcode:</b> _____	
<i>If you are planning to move house, you <u>must</u> tell us, in the reasons overleaf. We may need to ask you for proof. The school your child is allocated will be based on your home address as at <b>31st January 2024</b></i>	
<b>Current Pre-School Provider:</b>	
<b>Is the child a Child in Care or Previous Child in Care: Yes / No</b> (please circle) if yes, it is important that you provide full details in the reasons section overleaf, so that the child's application is correctly categorised - we may require proof of the circumstances. <i>Note: Previous Children in Care are children who were in care, but who ceased to be so <u>because</u> they were adopted <u>or</u> became the subject of a Residence Order <u>or</u> a Child Arrangement Order <u>or</u> Special Guardianship Order immediately following being in care. If you are unsure if your child is a Child in Care or Previous Child in Care, please contact the Admissions Team.</i>	
<b>If the child has an Educational Health Care Plan you <u>must</u> apply directly to the SEN Team.</b>	

**Parent Details:**

<b>First Name:</b>	<b>Last Name:</b>
<b>Relationship to child:</b> _____	
<b>Your telephone number:</b> _____	
<b>Your email address:</b> _____	
<b>Address:</b> Do you live at the same address as your child? <b>Yes / No</b> (please circle) If No, where do you live? _____	
<b>Do you share parental responsibility with another person, who does not live with you?</b> <b>Yes / No</b> (please circle) If you have answered Yes, please provide: The name of this person: _____ Their relationship to the child: _____ Their home address: _____ Their telephone number or email address: _____	
By signing this form you are confirming that you have discussed the preferences made on this application form with the person named above, and that you both agree on these preferences. We cannot process any application where there is a disagreement between parents.	

**You must make sure that this form is received by the Admissions team no later than 15th January 2024.**

**You can return the form in different ways, but whichever way you choose, you will receive the outcome of your application by letter, to your home address on 16<sup>th</sup> April.**

**Attach to an email: [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)**

**Post it to us: Floor 5: Howden House, 1 Union Street, Sheffield S1 2SH**

**Hand deliver: First Point, Howden House, 1 Union Street, Sheffield S1 2SH –ask for a receipt**

**Please refer to the ‘Application Form Guidance’ before you make your application.**

You cannot use this form to apply for special schools (including integrated resources) or private or independent schools. A Supplementary form (SIF) will need to be completed for each Voluntary Aided school, or EAct-Academy Pathways preference you make, which you must return directly to each school.

You must make sure you give the full reasons for your preference(s) on this application form - use additional paper if necessary (please put your child’s name and date of birth on any extra sheets). If a preference is later refused, and you appeal, an appeal panel can only consider the reasons you gave on your original application (for Key Stage 1 appeals). If there are exceptional medical or social reasons for applying for a particular school, and these reasons are confirmed and supported by a professional, an application may be prioritised by the Admissions Committee within its admission category. It is your responsibility to provide this supporting evidence to the Admissions Team, no later than 31st January 2024..

<b>1<sup>st</sup> Preferred School</b>	<input style="width: 95%;" type="text"/>	Office use only: C+S CM SIB <input type="checkbox"/>
Reason for 1 <sup>st</sup> ranked school- give full reasons	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	
Name of any brother or sister at 1 <sup>st</sup> Preference (or linked Junior) School	Date of Birth of Sibling	Year Group

<b>2nd Preferred School</b>	<input style="width: 95%;" type="text"/>	Office use only: C+S CM SIB <input type="checkbox"/>
Reason for 2nd ranked school- give full reasons	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	
Name of any brother or sister at 2nd Preference (or linked Junior) School	Date of Birth of Sibling	Year Group

<b>3rd Preferred School</b>	<input style="width: 95%;" type="text"/>	Office use only: C+S CM SIB <input type="checkbox"/>
Reason for 3 <sup>rd</sup> ranked school - give full reasons	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	
Name of any brother or sister at 3 <sup>rd</sup> Preference (or linked Junior) School	Date of Birth of Sibling	Year Group

**Declaration** In the event of your child not receiving an offer of a place at a preferred school, the Authority cannot be held responsible where a place was not offered as a result of an error or omission made by you because you failed to read the information given on this application form and in the “A Guide for Parents, Entry into Primary School 2024/25” booklet, available at:

[www.sheffield.gov.uk/home/schools-childcare/apply-school-place](http://www.sheffield.gov.uk/home/schools-childcare/apply-school-place)

I declare that all the information I have given on this application is true and correct.

<b>SIGNED</b> <b>(Parent)</b>	<input style="width: 95%; height: 20px;" type="text"/>
<b>PRINT FULL NAME</b> <b>(Parent)</b>	<input style="width: 95%; height: 20px;" type="text"/>

**Dated:**  Day  Month  Year

**Please note: If a child is offered a place at a preferred school on the basis of false or intentionally misleading information provided by you then the offer of the school place may be withdrawn.**