

Applying for a Primary School: Guidance for Students with Dependent Children in the City & County of Swansea

If you have dependent children with you during your time at Swansea University, you may apply for a free school place for them.

You can use this guidance to help complete the Primary School admissions form for children aged over 5 and under 11 years of age.

The form is available at www.swansea.gov.uk/schooladmissions
Select the 'Mid-Year Admissions' Link and follow the required process.

If you require further assistance or have questions please contact Swansea Council's Admissions Team directly by email - admissions@swansea.gov.uk - or by phone - 01792 636500

You can also find further support and information at www.swansea.gov.uk/schooladmissions

If you live outside the City & County of Swansea Region (e.g. Neath Port Talbot, Carmarthenshire) you will need to follow the local authorities process

Please note that Swansea University is not able to intervene with the schools application process, as this is managed by Swansea Council directly

Apply online for a primary school place mid-year

Make an application to change primary school during the academic year.

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](#) on our website.

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

Pupil details

First name(s)

Surname

Gender Male Female **Select Child's Gender**

Date of birth

We need the name of the school that the pupil is currently attending.

Current school

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.**

House name

House number

Street name

Area

City

Postcode

Telephone

Name(s) of parent(s) or adult(s) with parental responsibility (carers)

Title

Initials

Surname

Daytime telephone number

Relationship to child

Address (if different from pupil's address)

Email address

Please include a second parent/carer if applicable.

Title

Initials

Surname

Daytime telephone number

Relationship to child

Address (if different from pupil's address)

Email address

Click when all details complete

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

Full UK Residential Address
Do Not Use the University Address! If applying pre-travel, provide your pre-arranged Swansea Address.

You should NOT make an application until you have a confirmed address in Swansea.

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.

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Names of preferred schools

Please note: Applications for any schools outside Swansea local authority will need to be made to the relevant authority.

Please state 3 school preferences in ranked order

(Do not include fee-paying independent schools)

1st preference

Your Preferred School Choice

Please tick any of the following reasons applicable to your first choice of school

- Sibling (brothers and sisters) (please provide details below)
- Catchment area (where catchment area applies)
- Distance (home to preferred school)

If these reasons apply to your choice of school, please place a ✓ in the box

2nd preference

Your Second School Choice

Please tick any of the following reasons applicable to your second choice of school

- Sibling (brothers and sisters) (please provide details below)
- Catchment area (where catchment area applies)
- Distance (home to preferred school)

If these reasons apply to your choice of school, please place a ✓ in the box

3rd preference

Your Final School Choice

Please tick any of the following reasons applicable to your third choice of school

- Sibling (brothers and sisters) (please provide details below)
- Catchment area (where catchment area applies)
- Distance (home to preferred school)

If these reasons apply to your choice of school, please place a ✓ in the box

Date you require admission:

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 state any other reason for your choice(s)

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.

Other reason

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

Also advise of your student status, home nationality, and your child's visa status (Dependent Visa, BRP issued), and the expected length of your course.

Siblings

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

Sibling 1

Name of sibling

School

Year group

Date of birth

Add another sibling

Please indicate if the pupil is of UK Service Personnel

- Yes
- No

Check the 'No' Box unless a parent is a serving member of the UK Armed Forces

Does your child have a statement of special educational needs?

- Yes
- No

If your child has Special Educational Needs answer Yes. Council will contact for information

Does your child have an Individual Development Plan (IDP) where the LA has named a school in section 2D.1 of the IDP?

- Yes
- No

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
- No

Only enter 'Yes' if the child has previously been taken care by a UK Local Authority ("Looked After") and assigned a Social Worker - more details will be needed (See Page 4 for Info)

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Click when all details complete

Your School Choices

You should identify three schools which you would prefer your child to be taught at.

You should provide details here in your order of preference - while the council cannot guarantee a specific school they will try to provide a place at one of the schools you identify.

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, choose the current date

If you have more than one child applying for school add their details here (and complete 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.

Swansea Home > Residents > Schools and learning > School admissions > Apply for a school place mid-year (school transfer)

Apply online for a primary school place mid-year

Make an application to change primary school during the academic year.

Parent/carer 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.

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.

I confirm that I have parental responsibility for the pupil and have obtained the agreement of all other persons who have parental responsibility for the pupil to make this application.

Please tick to confirm this statement has been read:

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

Full name

Your Full Name (as on Passport / Visa)

Date



Select the current date

Council tax reference number

I'm not a robot



Check box, complete any requested task

Submit

When you move into your UK Property you will register your residence and receive a Council Tax Reference. If you already have this, enter it.

If you **DO NOT** yet have this, State "Not Yet Received" and date you are moving in to / moved in to property.

You **MUST** provide this as soon as you have been received it to prove your child's right to access services.

Click when all details complete to confirm application

Once your application has been completed and submitted, the council will assess it and contact you as soon as possible. It is likely they may require further information - you may be requested to provide proof of address, or copies of official documents.

These requests are genuine, so please cooperate by providing information promptly as requested

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

If you have difficulty completing this form and require a physical form, please request this using the above email. They will provide a copy by email for you to print and complete. If you do choose this route, include evidence of residency, such as a tenancy agreement, along with copies of any Visas / BRPs as this may assist in expediting the application

Additional Guidance - 'Looked After Children'

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
 No

If you have answered 'Yes' to this question, you will need to complete this additional information about the child's case history

If 'yes' please complete this supplementary information section:

Please be aware that the information below should be completed in full and the social worker contacted before we can process your application.

Local authority the child is in the care of:

Which Local Authority the child is, or was, taken into care by

Date of first LAC episode and LAC status at that time:

Provide details on the first instance where the child was taken into care by the local authority and the outcomes of this.

Current LAC legal status:

Child's current Legal Status

Date LAC status ceased (if applicable):

Date child released from Care - if ongoing, state N/A

Reason for LAC status being ceased:

Detail why the child was released from being under Local Authority Care.
If still in care, state N/A

Name of current (or previous) Social Worker:

Child's current or previous Social Worker

Social Worker email:

Email of current or previous Social Worker

Social Worker telephone:

Phone number of current or previous Social Worker

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