

**This form should be used to notify school admissions of any change you wish to make to an already completed application.** (e.g. change of school preference, change of address, change of current school)  
**Do Not Use This Form to Apply for a School Place**

**Child's Details**

Child's Legal Surname:	Child's Forename(s):
Known as Surname:	<input type="checkbox"/> Male / <input type="checkbox"/> Female
Date of Birth:        /        /	
Current School: _____ (if appropriate)	

**Address Change**

<b>Original Application Address (previous):</b>	Postcode:
<hr/>	
<b>New Address (if you have recently moved or you are moving house):</b>	
Postcode:	
<b>Please provide proof of your change of address (see Information for Parents)</b>	
Date of change of address:	

**Existing Preference Schools:**

First Preference School:
Second Preference School:
Third Preference School:
Fourth Preference School:
Fifth Preference School:

**New Preference Schools (if applicable):**

Please note your new school preferences will be updated on the system and that if one of your new preference schools can be offered, any previous school that has been offered will be withdrawn.

First Preference School:	Reason:
Second Preference School:	Reason:
Third Preference School:	Reason:
Fourth Preference School:	Reason:
Fifth Preference School:	Reason:

Any other reasons for change:

**Parent/Guardian Details**

This form should be completed by the parent who has care of the child for the majority of school days / weeks (unless a Court Order states differently).

Mr / Mrs / Miss / Ms:

Relationship to Child:

Address (if different from child's):

Tel No:

Mobile Tel No:

Email address:

**Declaration and signature:**

I confirm that I have parental responsibility for the child and where there is joint parental responsibility that this application has been discussed with everyone who has parental responsibility and agreement reached for this form to be submitted. By submitting this form, you are confirming that you have sole parental responsibility for the child or that there is agreement between all persons who have parental responsibility.

You are confirming that checks can be made by the Local Authority if necessary to verify the information provided. You are accepting that the Local Authority reserves the right to withdraw a school place that has been obtained by providing incorrect or misleading information.

You are also confirming that all details are correct to the best of your knowledge and that you have read the Information for Parents.

**Signature:**

**Date:**

*(If sending this form by email, please type your name in the signature field - this will act as your digital signature)*

*General Data Protection Regulation (GDPR) and the Data Protection Act 2018 – The data collected on this form will be held on file for six years. North Yorkshire County Council may make enquiries about the validity of the information provided from other central and / or local government bodies. For more information on why we collect your data, the legal basis we rely on for processing your data and who we share it with, refer to the Council's Privacy Notice:  
[www.northyorks.gov.uk/privacy-notice](http://www.northyorks.gov.uk/privacy-notice)*

Please send your form by:

**Email to:** [schooladmissions@northyorks.gov.uk](mailto:schooladmissions@northyorks.gov.uk)