

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)

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 Details

Current Address:	Postcode:
Future or Previous Address: (if moving house or recently moved)	Postcode:
Please provide proof of your change of address (see Information for Parents)	
(Expected) Date of Move: _____	

Existing Preference Schools:

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

New Preference Schools:

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system and that if one of your new preference schools can be offered, any previous school that has been offered will be withdrawn.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 of preference (please specify which school):	

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, (where there is joint parental responsibility, this application must be 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)

DATA PROTECTION ACT 1998

The information provided on this form will be used in accordance with the Data Protection Act 1998. Data may be shared with schools and other areas across the County Council for administrative or other service provision purposes. Data may be shared with other local authorities under coordinated admission arrangements and health personnel where appropriate. By signing and returning this form you acknowledge that you have read, understood and agreed to this data sharing

Should you have any queries about the Data Protection Act 1998, more detailed information is available on our website at www.northyorks.gov.uk

Please send your form by doing one of the following:

Email to: schooladmissions@northyorks.gov.uk

Post to: School Admissions Transport and Welfare Team Jesmond House 31-33 Victoria Avenue, Harrogate, North Yorkshire HG1 5QE