

PRIMARY SPECIAL CIRCUMSTANCES FORM

The Exceptional Medical or Social Needs admission rule is designed to give priority for a school place to children who may have exceptional reasons to attend a particular school. Most, but not all, schools include this rule as part of their admissions criteria.

You must let the Admissions Team know you want your child to be considered under this rule when you apply for a school place. In the application you should give details of why you are applying under this rule. You must also provide independent professional evidence for example, a doctor, psychologist, health visitor, education welfare officer or social worker in support of those reasons. The evidence must detail why the school is the only school that can meet the child's needs, and ideally should also set out the reasons why other schools would not be able to meet this need.

You can send your evidence using the Special Circumstances form on the next page.

CRITERION 2 – Exceptional Medical or Social Needs

Please use this form to give details of any exceptional medical or social needs that mean admission to a particular school is essential. The School Admissions Code says that the admission authority **MUST NOT** consider giving a higher priority to an application if supporting evidence has not been provided so you **MUST** also provide supporting evidence from a suitably qualified professional, for example a consultant or social worker. The admission authority may contact professionals involved with your child for further information. Any information provided will be treated in strict confidence and will not prejudice any school application.

CRITERION 4 – All Other Applications on Distance (Ease of Access)

Please use this form to state your particular reasons that mean your child could reach their nearest school but will have a disproportionately long journey to another school if denied admission to their nearest school.

Complete and return the form by 15 January 2020 to School Admissions, Hyde Town Hall, Market Street, Hyde SK14 1AL

Exceptional Circumstances Panel

A panel of officers from Children's Services or School Governors if relevant will meet to consider the evidence provided for each individual case.

You should not normally apply for more than one school under this rule. However, in the very small number of cases, parents would need to make this clear on their application, and separate independent professional evidence relevant to the individual schools should be provided.

These will normally only be considered by the Panel once during the process. It would only be appropriate to reconsider a case if there is significant new evidence.

Parents whose cases are heard before the main allocation will be notified of the outcome in writing at the same time as they find out which school their child has been offered. Parents who apply under this rule after the main allocation round will be notified of the outcome in writing once the decision has been made.

SPECIAL CIRCUMSTANCES FORM

1. CHILD'S DETAILS

First Name:

Surname:

Date of Birth:

Gender:

Address (this must be the child's permanent place of residence):

2. PARENT / CARER'S DETAILS

First Name:

Surname:

Relationship to child:

Address:

Telephone:

Email:

3. REQUESTED SCHOOL

School Name:

Do you already have another child attending the requested school?

YES

NO

If 'YES' please provide their details:

Full Name:

Date of Birth:

4. EXCEPTIONAL MEDICAL / SOCIAL CIRCUMSTANCES

Provide your reasons for requesting this school. Include details of your exceptional circumstances. Attach supporting evidence. Evidence must be less than 3 months old. No appointment cards or appointment letters can be accepted as evidence of a medical condition.

Continue on separate sheets as necessary and label all documents with your child's name.

5. EASE OF ACCESS

Provide particular reasons that mean your child could reach their nearest school but will have a disproportionately long journey to another school if denied admission to their nearest school.

Continue on separate sheets as necessary and label all documents with your child's name.

6. PARENT / CARER DECLARATION

I certify that I have parental responsibility for the child named in section 1 and that all persons with parental responsibility have agreed to this. I can confirm that the information given on this form is true to the best of my knowledge and belief. I understand that giving false or deliberately misleading information may result in the withdrawal of the offer of a school place.

Signature of parent / carer:

Date: