



In-Year Admissions Application Form

1. Student's details – Please complete this form in full. If the space provided is not sufficient in any section please attach a separate sheet. If you have any queries when completing the form, please contact the admissions officer.

Surname: _____ **Forename(s):** _____

Middle name(s): _____ **Gender** (please tick): Male Female

Preferred Name: _____ **Date of Birth:** _____

Address (this must be the student's normal place of residence, not a relative's or carer's address): _____

_____ **Post code:** _____

Previous address (if within last two years): _____

Name of the school you want to apply for:

If this student has a sibling at the school named above, please complete details below

(By sibling we mean a brother or sister who is part of the same family unit, and ordinarily living at the same address)

Name of sibling: _____ **Date of birth:** _____

Name of school: _____ **Gender** (please tick): Male Female

Name and address of current school (if applicable):

Postcode: _____ **Date started current school:** _____

Reason for change of school or, if not currently in school, the reason for leaving previous school (please continue on a separate sheet of paper if necessary): _____

Other schools attended (please name all schools previously attended before the current school):

Name of school:	Address:	From:	To:

Previous education and special educational needs

Has this student ever been excluded from school?

Fixed period

Yes No

Permanent

Yes No

Does this student have an Education, Health & Care Plan (EHCP)

Yes No

If YES, what is the primary need? _____

Is this student 'looked after' or previously 'looked after' by a Local Authority?

Yes No

If YES: Name of the Local Authority: _____

Name of Social Worker: _____

Telephone number of Social Worker: _____

Is the student a United Kingdom or EEA national?

Yes No

If NO, please confirm that you have checked your student's eligibility to free education whilst in the UK:

Yes No

What is the student's first language?

Does the student require additional support with English?

Please give details of other individuals or groups who have worked/are currently working with this student (e.g. Social Worker, Youth Offender Team, Education Welfare Officer. Please give contact details if possible):

Please include any other information that you think is relevant to this application

(This may include details of any disability (physical, sensory – sight, hearing, speech), learning difficulties, need for English as an additional language support etc. (Please continue on a separate sheet of paper if necessary))

YOU MUST NOW PASS THIS FORM TO THE HEADTEACHER OF THE STUDENT'S CURRENT OR PREVIOUS SCHOOL (IF IN THE UNITED KINGDOM) AND THEY WILL COMPLETE SECTION 2. IF YOU HAVE MOVED AND IT IS NOT POSSIBLE TO SEND THE FORM TO THE PREVIOUS SCHOOL, PLEASE CONTACT THE ADMISSIONS OFFICER FOR ADVICE.

2. Current/previous Headteacher statement (Please note your application will not be processed unless this section has been completed. Please continue any section on a separate sheet if necessary.)

Is the student still on your school roll

Yes No

If on-roll, please give details of any steps taken to resolve any complaints or conflicts:

If off-roll, please give date and reason from the Pupil Registration Regulations:

Attendance rate for last 12 months: _____ %

If unsatisfactory, were there any underlying reasons for this and indicate any attendance action/strategies taken:

SEN Stage: _____

Primary need: _____

Key Stage results and any learning support:

Details of any exclusions:

Other services involved:

In considering the application for a school place, do you have any other comments to make to enable us to make a decision relating to the placement/level of support required?

Name: _____

Date: _____

Position within school: _____

Name of school: _____

Telephone number: _____

School stamp:

YOU SHOULD NOW PASS/SEND THIS FORM BACK TO THE PARENT

3. Parent/Guardian/carer details

Please note: That being a step parent does not automatically grant parental responsibility. (A second contact is optional.)

Parent/carer: Title: _____ **Forename:** _____

Surname: _____

Relationship to student (eg mother/father, stepmother/stepfather, foster mother/father, guardian): _____

Address (if different from the student): _____

Post code: _____

Home tel no: _____

Mobile tel no: _____

Work tel no: _____

Email: _____

Do you have parental responsibility for the student?

(please tick) Yes No

Parent/carer: Title: _____ **Forename:** _____

Surname: _____

Relationship to student (eg mother/father, stepmother/stepfather, foster mother/father, guardian): _____

Address (if different from the student): _____

Post code: _____

Home tel no: _____

Mobile tel no: _____

Work tel no: _____

Email: _____

Do you have parental responsibility for the student?

(please tick) Yes No

Declaration and undertaking

- I am the person with parental responsibility for the student named in this application, and we ordinarily reside at the address provided.
- The information I have given is true to the best of my knowledge and belief.
- I will notify the School Admissions Officer of any changes to the details in this application as they occur.
- Any false, deliberately misleading or withheld information may render this application invalid, and could lead to the application and any associated school offer to be withdrawn.
- I have checked and have confirmed the student's eligibility for state-funded education.
- I have read the Privacy Notice on the school's website and understand how my information may be used.

Applicant's name: _____

(Please print name of Parent/Guardian/Carer)

Do you have parental responsibility for this student? (please tick)

Yes No

Signature: _____

Date: _____

Second contact's name: _____

(Please print name)

Do you have parental responsibility for this student? (please tick)

Yes No

Signature: _____

Date: _____

4. Next steps

You should now ensure that you have enclosed a copy of the following information:

- A copy of the current council tax bill for the home address, which shows your name and your council tax reference number.
- For those new to or returning to the UK: a copy of the student's latest school report, dated within the last six months if in English.
- If the student is not a European Economic Area citizen: you must check the student is eligible to attend a state-funded school. If the student is here on a short-term visitor's visa or on a tier 4 visa, you are not eligible to make this application, but can contact the Admissions Officer for advice.
- For those arriving or returning to the UK: evidence to confirm the student's arrival in the UK.
- If you are not the student's parent and the student is not in the care of a Local Authority: a letter from the parent to explain the circumstances or a copy of the official documentation to show legal guardianship of the student.
- If the student is or has been in the care of a Local Authority: a copy of any Order reflecting the current status and a letter from the local authority to confirm the student's Looked After status.

You may then scan and email these documents to the school office or post the completed form and a copy of the supporting information to the school address.