



# 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:

## Further information

**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

**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:** \_\_\_\_\_

**What is the student's first language?** \_\_\_\_\_

**Does the student require additional support with English?** \_\_\_\_\_

**What is the student's country of birth?** \_\_\_\_\_

**What is the student's nationality?** \_\_\_\_\_

**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):

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**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))

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## 2. 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:** \_\_\_\_\_

## 3. 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.**