

## Appendix 2

# In-Year Admissions Form



**Please complete this form and return to your preferred academy to request a school place**

**Please note:** Only people with parental responsibility, or professionals working with the family, such as social workers, should complete this form.

### SECTION 1 – PERSONAL DETAILS OF CHILD

CHILD'S DETAILS	
Surname	
First name	
Middle name(s)	
Male / Female	
Date of birth (DD/MM/YY)	
Current year group	
Current Home Address	
<i>If you are moving house, please give your new address and date of the move</i>	
Date school place is required	
Current or most recent school and telephone number	
Is your child currently attending?	Yes      No
If no, date last attended	

**SECTION 2 – SPECIFIC CRITERIA**

**Does your child have a EHCP (Educational Health and Care Plan)?** **Yes    No**

*N.B. this does not include SEN support. If you answered “yes” please contact the relevant LA admission services (see 2.3) to make a request for an admission/transfer to the school*

**Is your child in the care of a Local Authority or a previously looked after child?** **Yes    No**

*Per the School admissions Code (clause 1.7) a looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.*

*A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).*

*Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).*

**If so, please give details below.**

Looked After or previously Looked After Child

**Is your child classed as IAPLAC (Internationally Adopted Previously Looked After Child)?** **Yes    No**

**If your child is in the care of a Local Authority or is a previously looked after child do they have a Social Worker?** **Yes    No**

**If so, please give details below.**

Name of Social Worker and contact details.	Name of Local Authority responsible for your child’s care

**SECTION 3 – ADDITIONAL INFORMATION**

If your child has a sibling\* who is **already** attending the academy which you are applying for, please give details below to clarify family connections.

\* For the definition of **sibling** please see the over subscription criteria in our admissions policy, available on our website.

Sibling (full name)	Date of Birth	Year Group	Date started

Please provide a brief statement giving the reasons why you have taken the decision to change the school of your child in mid-year and why you have requested this academy in particular.

Does anyone else have **joint parental/guardianship responsibility** for this child other than the person completing the application, e.g., mother or father living at the same or a different address to the child?

**Yes/No**

If yes, please give details below

CHILD'S DETAILS			
Name			
Relationship to child			
Contact number			
Address if different from child			
Are all parties in agreement with this move?	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No		

If you would like us to liaise with a family worker or an interpreter, please give their details:

FAMILY WORKER OR INTERPRETER	
Name	
Role/Position/Relationship	
Contact number	

#### APPLICANT'S DETAILS AND DECLARATION

<p>I declare that the information contained in this application is true and I am aware that failure to provide accurate information may result in the child's offer or placement being withdrawn in accordance with paragraphs 2.12 and 2.13 of the Schools Admissions Code and also s 84 of the School Standards &amp; Frameworks Act. I do have parental responsibility for the child I am apply-ing for.</p> <p>By completing and signing this application form, you will be giving your consent for us to share information as appropriate.</p>	
Title: (Mr, Mrs, Miss, Ms etc.)	
Name	
Relationship to child	
Contact number	
Address if different from child	
Email address	
Signature	
Date	

Please ensure the details are correct and it is your child's permanent home address; NOT the address of a business, a relative, a friend, a childminder, a temporary address, or an address to which you hope to move.

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*Data Protection. In accordance with the General Data Protection Regulation (GDPR) and Data Protection Act (2018) we must inform you how we use this information. Academy Transformation Trust uses this information for the purposes of school admissions, in line with our responsibilities under the School Standards and Framework Act (1998).*