

Appendix 2

In-Year Admissions Form



Please complete this form and return to the 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.

For children with an EHCP the in-year admission process will not apply. Parents should contact their home Local Authority's Special Educational Needs TEAM.

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>	
OTHER DETAILS	
Date school place is required	
Are you applying under the children of staff category?	Yes / No

See clause 5.1(iii) of the admission arrangements	
Are you applying under the siblings category? See clause 5.1(ii) of the admission arrangements If yes, please provide name, date of birth and the start date	Yes / No
Is your child a looked after child, or a child who was previously looked after or who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted? Please see clause 5.1 (i) of the admission arrangements	Yes / No

APPLICANT'S DETAILS AND DECLARATION

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is true and I am aware that failure to provide accurate information may result in the child's offer or placement being withdrawn in accordance with paragraphs 2.12 and 2.13 of the Schools Admissions Code and also s 84 of the School Standards & Frameworks Act.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

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).