

# In Year Admission Application Form

Details of Child			
Student Surname		Student First Name/s	
Student's Full, Permanent Address		Telephone Number	
		Date of Birth	
Full Postcode		Gender (please tick)	Male <input type="checkbox"/> Female <input type="checkbox"/>

Details of parent(s) or carer(s) who the child lives with at the above address			
<i>If you are <b>not</b> the child's mother or father, please provide evidence that you are their legal guardian</i>			
Parent/Carer 1		Parent/Carer 2	
Title (select)	Mr Mrs Miss Ms	Title (select)	Mr Mrs Miss Ms
Surname		Surname	
First Name		First Name	
Relationship to Child		Relationship to Child	
Home Tel No.		Home Tel No.	
Daytime Tel No.		Daytime Tel No.	
Mobile Tel No.		Mobile Tel No.	
Email		Email	

Children in Public Care	
Is the child in the care of a local authority? (please tick)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was the child previously in care and now adopted, or subject to a residence order or a special guardianship order? (please tick)	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If Yes, please state which local authority</b> <i>If Yes, you must provide documentary evidence with your application.            (e.g. a letter from the local authority social services department, or court order.</i>	

Present or Previous School			
Name and address of school			
Postcode			
Date of Starting		Date of Leaving if Left	
Reason for leaving			

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Has the child been permanently excluded from a school?	
If so, please state name of school(s)	
Dates of exclusion	

<b>Arrival from Abroad</b>	
Has your child recently arrived from abroad?	
Date of arrival in the UK	

<b>Details of brothers or sisters</b>			
<i>If your child already has a brother or sister attending the Academy, please list details below</i>			
Surname		Surname	
<i>First Name</i>		<i>First Name</i>	
Date of Birth		Date of Birth	
Gender	Yes <input type="checkbox"/> No <input type="checkbox"/>	Gender	Yes <input type="checkbox"/> No <input type="checkbox"/>
School		School	

<b>SEND</b>	
Will the child need support in schools with English language? (please tick)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, what is their home language? <i>This information will not be used to decide whether or not a place can be offered at a school.</i>	
Does your child have a statement of Special Educational Needs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If applying for Year 10 or 11, please list all examination subjects chosen, together with exam boards	

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## **Declaration and signature of parent/carer**

I certify that I have parental responsibility for the child named on this form, that the information is true to the best of my knowledge and that this is the only Southwark in year application form I have completed for this child. I understand and accept that if I have given false or deliberately misleading information on this form and/or any attached supporting papers or withheld any relevant information, the offer of the school place may be withdrawn.

Signature of parent/carer: \_\_\_\_\_ Date: \_\_\_\_\_

Please note that by submitting this form, you are deemed to have read and accepted the Academy policies.

Please return the completed form and most recent school report to [Academy to enter name of contact, name and address of the Academy].

Please enclose a stamped addressed envelope or your email address if you wish receipt of your In Year Admission Form to be acknowledged.

## **Data protection**

Information you provide when applying for a school place will be entered into a computerised database. Your information is protected by the Data Protection Act 1998, which ensures it can only be used for defined purposes and may be passed only to specific people. The defined purposes are:

- (i) Administering the admissions process as set out in the 'Starting primary/secondary school' brochure
- (ii) Preventing fraud or other criminal offences or to ensure the safety of a child
- (iii) Administering the free school meals process and to verify entitlement

The people who may receive the information are:

- a) The current school (if any)
- b) The school to which the pupil is to be admitted
- c) Other admission authorities, so as to ensure they can carry out their role in the coordinated admissions process
- d) Any organisation legitimately investigating allegations of fraud, other criminal offences or child protection
- e) Independent appeals panels should you decide to appeal the offer of a school place