



Application for an in-year admission of a child to Educate Together Academy Trust

For School use only	Date of receipt of this application	
<i>Please note that this application process can take up to 5 school days</i>		

Answer all questions fully and tick 'Yes' and 'No' where required.

Section 1 : Your requirements	
1.1 Name of school in the Educate Together Trust that you are applying for?	
1.2 In which year group is the place required?	
1.3 What date is the place required from?	
1.4 What is the reason for application?	
1.5 Would you like to be added to the waiting list if the application is unsuccessful?	

Section 2 : Your child's details (the subject of the application)				
2.1 Legal Surname				
2.2 Legal first name and middle name				
2.3 Date of Birth				
2.4 Male or Female				
2.5 Current home address and postcode				
2.6 Does your child hold European Economic Area Citizenship?	Yes		No	



2.7 Is your child currently on roll in a UK school?	Yes		No	
If you answered 'Yes' to 2.7, please provide the name and address of the school:				
If you answered 'No' to 2.7, when did he/she last attend school? Name of school and date:				
2.8 Is your child currently being home educated?	Yes		No	
If you answered 'Yes' to 2.8, please give date of commencement of home schooling and details of previous schools:				

If your family is in the process of moving and you would like the application to be considered on the child's future address, please enclose a copy of the 'Contract of Exchange' or a 6 month tenancy agreement. Please note that applications based on a new home address will only be considered within six weeks of confirmed moving date.

2.9 Is your child currently a 'Looked after Child' – a child in the care of the Local Authority?	Yes		No	
2.10 If 'Yes' (currently in care) which Local Authority is responsible and subsequently adopted, or been made the subject of a child arrangements or special guardianship order?				
2.11 Is your child a registered carer for another person?	Yes		No	
2.12 Does your child have an Educational Health Care Plan issued by a local authority?	Yes		No	
If 'Yes' which Local Authority issued the EHCP?				
Does your child have a registered support worker?				
2.13 Does your child have any Special Educational Need, disability or medical condition the school should be aware of?	Yes		No	
If you answered 'Yes' to 2.13 please provide further information:				
2.14 Does your child have any siblings currently attending the school for which you are applying?		Yes	No	
If you answered 'Yes' to 2.14 please enter the details of one sibling or other child that lives at the same home address who is currently registered at the school:				
Legal Surname				



Forenames				
Date of birth				
Brother/Sister/Other				
Please enter the address at which your child lives for the majority of the time				
How long has he/she lived at this address?				
Are there any shared residency arrangements in place for your child?	Yes		No	

Section 3 : Applicant details (the person completing the form)

3.1 Surname				
3.2 Forename				
3.3 Title	Mr / Mrs / Miss / Ms			
3.4 Your relationship to the child (Parent/carer/other)				
3.5 Do you live at the same address as the child you are applying for?	Yes		No	
If you answered 'No' to 3.5 then please provide your full address for communication purposes:				
Telephone number				
Mobile Number				
Email Address				
3.6 UK Service Personnel: please indicate if you are a family of the regular UK Armed Forces being posted to the area or are a Crown Service/Diplomat family returning from overseas				



Section 4 : Previous school history

4.1 Has this child been permanently excluded from school?	Yes		No	
4.2 If 'Yes' is this their first permanent exclusion?	Yes		No	
4.3 Is this child on Stage 2 or above of the school's Discipline Code?	Yes		No	
4.4 Is your child known to or working with any other external agency? Eg Children missing in education, behavioural support/social worker	Yes		No	
If you answered 'Yes' to 4.4, please give details:				
4.5 Attendance : For the last 12 month education period has this child reached:	Over 80% attendance		Under 80% attendance	
Dates of attendance period calculated	From		To	
<i>Note: If the child is in reception age group please indicate the attendance level from the start of the academic year.</i>				
<i>Note: If attendance is under 80% the school should supply a copy of the registration certificate</i>				
4.6 To be completed by the child's current/most recent school				
<i>The head teacher or another member of school staff on behalf of the headteacher can provide this information, but not the parent/carer. The school stamp should be added. Failure to have this section completed will delay the application.</i>				
I have not provided a registration certificate as attendance is confirmed as above 80% over the last 12 month education period from the date of application				
I have provided a copy of the registration certificate as attendance is confirmed as below 80% over the last 12 month education period from the date of application				
School name and telephone number				
Name of person completing this declaration				
Position in school				
Signature				
School stamp				



Section 5: Declaration and signature

In order for this application to be processed, the applicant must provide his/her signature and date on which the application was completed. In doing so the applicant confirms that :

- The information provided on the application form (and any other that may be provided in support of this application) is accurate to the best of the applicant's knowledge and not intended to mislead in any way.
- In the interest of your child's school placement, the information you provide may be shared with the Area Behaviour and Attendance Partnership Panel, the Local Authority, other Local Authorities and schools in the area.
- The applicant is legally responsible for the child concerned or that he/she has appropriate consent from the legally responsible party to permit the submission of this school place application.
- A school place allocated as a result of the information provided may be withdrawn if this information is subsequently found to be fraudulent or intentionally misleading.

Data Protection Act. The information you provide on the application form, and any additional information you wish to provide will be used for the purpose of allocating a school place for your child. We will share the information internally within the school, Trust and with the Local Authority. We will safeguard your personal details and will not divulge them to any other individuals or organisations for any other purposes.

Signature of Applicant		Date	
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Important information to assist the completion of the In-Year application form

Educate Together Academy Trust is the Admissions Authority responsible for all admission decisions in connection with the school. The Trust has delegated the decision making process to the governing body of the individual schools. The In-Year application form is designed to ensure that applying for a place at the school is made as simple and straightforward as possible and that applicants are only asked to provide information essential to the decision making process. An electronic copy of this form can be downloaded from the school website.

You may hand-deliver your application to the school office, or send it to the school by post or email attachment. Applications should be addressed to Admissions at the relevant school.

Further help with the understanding or completion of this form is available from the school office.

Please read the following information carefully before completing your application:

- Complete this application form only if you are applying for a child to start at the school during the academic year.
- A separate application must be submitted for each child that you would like to join the school roll.
- Before submitting, check that you have provided all of the required information and have signed and dated your application.
- Depending on the information you provide, it may be necessary for the Admissions Committee to discuss your requirements with you in more detail, or to request additional information to support your application. Please ensure that your contact details are entered correctly.
- The Admission Authority's decision will be notified to the applicant, in writing, within 15 school days of receipt of the application form.
- You are encouraged to refer to the school's Admission Arrangements published on their website before completing your application form.
- The Board of Trustees and the governing body support Fair Access for all children. Where they are unable to provide a school place, an application may be referred to Bath and North East Somerset Local Authority in order that a suitable alternative school place can be identified without delay.
- If your application is unsuccessful, you have the legal right to appeal against the Admission Authority's decision. The Appeals procedure and form can also be found on the school's website.