

Details of Your Child's Current School				
Name of School				
Address				
		Postcode:		
Telephone Number				
Head Teacher				
Class Teacher				
Year Group				

Is your child currently attending this school?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If No, please provide details:				
What was the last date your child attended this school?				
Please explain how your child is currently being educated?				

Has your child been subject to a permanent exclusion?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Have you discussed the reasons for wanting to move your child to a different school with their current school?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Who did you talk to at their current school?				

It would be helpful to know if your child has:				
A statement of Special Educational Needs (EHCP)*	<input type="checkbox"/>	Yes*	<input type="checkbox"/>	No
Support in school as part of an Individual Education Plan (IEP) or a Pastoral Support Programme (PSP) (If no, leave blank)	<input type="checkbox"/>	IEP	<input type="checkbox"/>	PSP
A particular medical requirement which results in the need for specialist facilities or support	<input type="checkbox"/>	Yes*	<input type="checkbox"/>	No
If Yes *, please provide details:				

Please could you let us know:				
If you receive support from the Parent Partnership Service?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If your child previously attended a Special School?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If Yes, please provide details:				

Children in local authority care or previously in local authority care; including internationally looked after children. (This includes children who were previously looked after in Wales, Scotland and Northern Ireland).

A 'looked after child' or a child who was previously looked after, but immediately being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after 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](#)).

Is this child:				
• In care 'Looked After'	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Previously 'Looked After' and now:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
- Adopted	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
- Subject to a Residence Order	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
- Subject to a Special Guardianship Order	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If you have answered 'Yes' to any of the questions in the section above, this application should either be completed by the child's social worker, or you must provide documentary evidence along with your application.

Are you privately fostering this child?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<small>Private fostering is when a child under the age of 16 (or 18 if the child has a disability) lives with someone who is not a close relative (i.e. not their grandparents, aunt, uncle, brother, sister, cousin or step-parents) for 28 days or more unless that person has parental responsibility for them or is a local authority or agency foster care. A private fostering arrangement, whether it is already in place or will be in the future, must by law be reported to the County Council. To notify the County Council of a private fostering arrangement, please call 01223 518730.</small>				

Was your child adopted from state care outside of England?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If Yes, please provide the name and contact details of any local authority that has been involved:				

Please complete this section for applications from outside the UK / or for children who are accessing education in the UK for the first time.

Nationality of child:		Reason for being in the UK:	
Date of arrival in UK:		Length of stay in UK:	
<small>Please note: Proof of the date of birth is required to determine the correct year group for the child to be placed in. This can in the form of a photocopy of the child's passport or birth certificate. Your application will not be processed without this. We recommend you visit the following website to confirm you are aware of the home office regulations and law on state education. https://www.gov.uk/study-visit-visa and https://www.gov.uk/standard-visitor-visa.</small>			

Are you a Crown Servant?				
<p>If you are UK Service personnel or other Crown Servants living abroad with your family, please tick YES.</p> <p>You will need to provide an official MOD, FCO or GCHQ letter declaring your relocation date and address to the school along with your application.</p>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Medical Details				
Doctor				
Telephone Number				
Address				
Does your child have a medical condition that the school need to be made aware of?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If Yes, please provide details:				
Does your child suffer with asthma?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If Yes, please collect an additional form to complete.				
Does your child have a medically diagnosed food allergy or intolerance?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If Yes, please provide details:				

Ethnicity	
To help us and the local authority in monitoring equal opportunities you are asked to complete the following.	
Date of arrival in UK (if relevant)	
First language	
Other languages	
Religion	

Are there any cultural practices of which the school should be made aware?			
Family's Ethnic Origin. (Our ethnic background describes how we think ourselves. This may be based on many things, including, for example, our skin colour, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth).			
White – British		Mixed – White and Asian	Black or black British - African
White – Irish		Mixed – Any other background	Any other black background
White – Traveller of Irish Heritage		Asian or Asian British – Indian	Chinese
White – Gypsy/Roma		Asian or Asian British – Pakistani	Other:
White – Any other white background		Asian or Asian British - Bangladeshi	
Mixed – White and black Caribbean		Any other Asian background	I do not wish to provide
Mixed – White and black African		Black or black British – Caribbean	

Your Details (Parent/Guardian)		
Title	Forename	Surname

Relationship to the child			
Parental responsibility	<input type="checkbox"/>	Yes	<input type="checkbox"/> No

Is the address the same as the child's	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
If No, please provide address details:			
	Postcode:		

Phone Number	Email Address

Other Parent/Guardian		
Title	Forename	Surname

Relationship to the child			
Parental responsibility	<input type="checkbox"/>	Yes	<input type="checkbox"/> No

Is the address the same as the child's	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
If No, please provide address details:			
	Postcode:		

Phone Number	Email Address

Separated parents: under the 1989 Children's Act all parents have the right to receive information about their child's progress.

Siblings

If you have any other children living at the same address as the child in Section 1, please provide details below:

Name	Date of Birth	Current School

Emergency Contacts

If your child is unwell and needs to be collected from school please provide details of at least three parents/guardians/contacts who have agreed to be contacted in an emergency and place them in the order you wish them to be contacted. It is important that this information is kept up to date, so please advise of any changes in names or contact numbers

Name	Contact number	Relationship to child

Moving House

If you are moving from the current address indicated for the child on this form, please provide new address details below:

	Postcode	
When will you be moving into this address?		

Parent / Guardian Declaration

When completing this In-Year Admissions form for your child, please read the following carefully and confirm your agreement by signing the form. I understand that:

All the information given in this application is, to the best of my knowledge, true and correct. If at a later date, any of the information is found to be incorrect, I may forfeit any place allocated to my child. I understand that the information collected by The Active Learning Trust (ALT) via this application will only be used to help arrange admission to our schools in line with admissions criteria.

I give permission to The Active Learning Trust to process all the information given in accordance with the admission criteria and processes. The information given will not be used for any purpose other than the provision of education. The Active Learning Trust may share information with the Local Authority, Education Service, schools and the Department for Education.

The Active Learning Trust undertake that they have in place a level of security appropriate to the nature of this information and further undertake that they will:

- Not hold information about you or your child that is excessive in relation to the purpose for which it is processed and not keep data processed for any purpose or purposes longer than necessary.
- Keep all information about you and your child accurate and up to date (to help us do this, please keep us informed of any changes to your details).
- Process your information in accordance with your rights under the Data Protection Act.

Please contact the Active Learning Trust/School if after 10 days you have not been informed whether a place can be offered. If the Active Learning Trust/School cannot offer a place The Active Learning Trust will send a letter advising of other schools with spaces in your locality, including information about reserve lists and your right to appeal. The Active Learning Trust In-Year Admissions team can be contacted by email: admin@activelearningtrust.org.

Signature of Parent/Guardian (submitting this application)

Signature	Printed Name	Date

Confirmation

I confirm that all adults with parental responsibility for the child are in agreement with this application, and understand that if a dispute is later raised, this application may be cancelled.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
The form has been signed	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Proof of Address (copy attached)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Passport or Birth Certificate (if required, copy attached)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
I have named my child's current school; or provided information about where my child is currently being educated.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No