



Application form for in-year admissions

For more information and guidance on completing this form, see www.stockton.gov.uk/schooladmissions

Please use black ink and write in block capitals.

Do you require the school place immediately?

Yes

No*

*If no, when would you like the child to start?

..... / / (day/month/year)

Please note you should not apply more than 4 weeks in advance as we cannot 'hold' school places (see exceptions for service families). Children are expected to take up the school place within 10 school days. If you are arriving from overseas please read the guidance about required documentation.

Child's details

(Please complete a separate application form for each child and send all applications together).

Legal surname First name

Date of birth / / (day/month/year) Gender Boy Girl

Current address

.....

..... Postcode

If you are moving house: Date of move: / / (day/month/year)

New address

.....

..... Postcode

Additionally if you are moving to the UK, we will need to see proof of your child's arrival in the UK, such as a copy of your child's boarding pass, travel ticket, endorsed passport or entry visa as well as the above.

Is your child in Local Authority Care (looked after)?

Yes*

No

*If yes, which local authority looks after your child?

Please attach a supporting letter from your child's named Social Worker or advisory teacher

Was your child previously looked after and then became subject to subject an adoption, child arrangement or special guardianship order?

Yes*

No

***If yes, please provide proof of the relevant order.**

Does your child have an Education, Health and Care Plan?

Yes*

No

***If yes, please do not complete this form and contact your child's special educational needs case officer for help to apply for a school place.**

Are you currently a Crown Servant or in Her Majesty's Armed Forces?

Yes*

No

***If yes, please provide an official letter confirming your relocation date and unit postal address and we will process your child's application in advance of arrival.**

Details about your child's schooling

What is the reason for your application – please tick

1. Moving into the Stockton-on-Tees Borough area
2. Moving to another area within the borough of Stockton-on-Tees
3. Not moving but wanting a new school

Is your child currently on roll at a school? Yes* No

Name of current / previous school

School address

Last date on school roll / / (day/month/year)

Have you withdrawn your child from school? Yes* No

*If yes, please tick the box below most relevant to your circumstances

At risk of being excluded Elective home education House move Other

Please provide more details about your reason for applying for a change of school, or if your child is not currently in school, the reason for your child leaving his or her previous school?

Is the child known to or working with any other external agency (such as a Social Worker, Educational Psychologist, Family Support Worker or other)? Yes* No

If yes, please give details

.....

School preferences

Please list three preferred schools.

Preference 1	Preference 2	Preference 3
School:	School:	School:

***Please note that you must provide supporting evidence if you are applying on faith grounds or on medical grounds. If applying for faith reasons, send any proof of your child's faith (as stated in the school's admission policy) directly to the school not the LA. If applying on medical grounds, please attach supporting evidence from a healthcare professional. The admission authority for the school will assess this to decide whether to uphold the reason. Please read the school's admission policy before you apply to understand which schools will take faith reasons, medical reasons or staffing links into account.**

Are you awaiting the outcome of applications for schools outside Stockton-on-Tees? Yes No

If yes please list the schools below

.....

Additional information

Has your child been attending school regularly? Yes* No

* If no please provide reasons for absence

.....

Has the child ever been permanently excluded from school? Yes* No

*If yes, when and why?

.....

Has the child had any fixed term exclusions? Yes* No

*If yes, when and why?

.....

Does the child have special educational needs (but without an Education, Health and Care Plan)?

Yes*

No

***If yes, please attach a description of the child's needs from an appropriate professional**

Does the child have a disability or medical condition which has impacted on their attendance or participation at school?

Yes*

No

***If yes, please attach a description of their needs from an appropriate professional**

Is the child subject to a child protection plan or a child in need plan?

Yes*

No

*If yes, through which authority?

If your child is currently in Year 10 or 11 (or in Year 9 and has chosen their option subjects already), please list the option subjects they are studying and exam boards. If they are attending any alternative provision including off site provision please provide details.

Applicant details. Please enter your details

Title (for example, Mr, Mrs, Miss, Dr)

Surname First name

Current address (if different from child)

..... Postcode

Home phone..... Mobile phone

Email address

What is your relationship to the child? (for example, mother)

Do you have parental responsibility for this child?

Yes

No

Other adults with parental responsibility for the child - you should only provide the information below if the other adult **DOES NOT** reside with you and the child named in this application.

Name	Address	Phone number	Relationship to child

Please note the LA has a legal obligation to contact all parents with shared responsibility and will contact the above person named unless **you** provide a copy of a **Court Order** or other legal document naming the individual and reason(s) why this application must not be shared e.g. fleeing domestic violence.

To be completed by the child's current or previous school

We need this information to process the child's application (unless the child is home educated or is arriving from overseas or another part of the UK).

Child's Details

Child's name	Date of Birth	Year Group	Current year's attendance	Any fixed term exclusions in the past 12 months?

School

Attainment			
Key Stage 1		Key Stage 2	
Maths		Maths	
Reading		Reading	
Writing		Writing	

Attainment Key Stage 4	
Subject	Examination Board

Has the child an Education, Health and Care Plan or in receipt of SEN School Support

Yes

No

*If the child is on the SEN Register, what are the main presenting needs?

.....

.....

Has an Early Help Assessment been completed for the child?

Yes*

No

*If yes, please state the reference number (if known) and the date the assessment was completed.

..... Date / /

Are any other agencies involved with the child, if so which and why?

Any significant medical issues

.....

Any further information which may be useful when trying to place this pupil into educational provision, including positive comments, relationships with staff and other pupils, family background issues and home school relationships.

Name of Headteacher (or Head of Year)

Signature of Headteacher (or Head of Year)

Date / / (day/month/year)

Parental declaration

- I confirm I have parental responsibility for this child and/or the agreement of all persons with parental responsibility.
- I confirm that the information on this form is correct and up to date, and that I have read and understand the admissions guidance.
- I understand that my child must be able to take up the allocated school place within ten school days and that the place may be withdrawn if not accepted within ten school days.
- All supporting information relating to the application is enclosed. I understand if information is not provided this may delay the application being processed.

Parent or carer signature Date / /

Please return to: School Admissions and Transfers Team, Stockton-on-Tees Borough Council, Municipal Buildings, Church Road, Stockton-on-Tees TS18 1XE