

**For office use only**

Date received: \_\_\_\_\_

Date evidence requested: \_\_\_\_\_

Date evidence received: \_\_\_\_\_

Initials: \_\_\_\_\_ /

Date sent to other LA: \_\_\_\_\_

# Application form for in-year admissions

## (outside the normal school transfer age)

**Please read the guidance leaflet before completing this form.**

Some of the information asked for in this form is used solely for the purpose of identifying if your child should be considered for a school place under Newcastle's Fair Access Protocol, and to ensure that any support required at their new school can be put in place. It will not be used to make the decision about whether or not to offer your child a place if the application does not trigger the Fair Access Protocol. For more information and guidance on completing this form, including an evidence checklist, see [www.newcastle.gov.uk/admissions](http://www.newcastle.gov.uk/admissions)

**Please use black ink and write in block capitals.**

## Part 1 – Date the place is required

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.**

## Part 2 – Child's details

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 \_\_\_\_\_

**By law you must use the permanent address at the time of application at which your child is living with a parent or the person with parental responsibility. We cannot process your application without proof of address (e.g. signed tenancy agreement, Council Tax bill, Child Benefit letter). If moving house, provide proof of your new address and evidence that you have sold or are in the process of selling your current property or that your current lease agreement has ended. We cannot use any address for calculating distances without proof your child lives there.**

**We check addresses and we will withdraw our offer of a school place if you give a false address.**

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 adopted or made subject of a residence, child arrangement or special guardianship order? Yes\* ☐ No ☐

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

Does your child have a Statement of Special Educational Needs or 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.**

## Part 3 – Details about your child's schooling

**What is the reason for your application – please tick**

- |                                            |                          |
|--------------------------------------------|--------------------------|
| 1. Moving into Newcastle                   | <input type="checkbox"/> |
| 2. Moving to another area within Newcastle | <input type="checkbox"/> |
| 3. Not moving but wanting a new school     | <input type="checkbox"/> |

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 \_\_\_\_\_

# Part 4 – School preferences

Please list two preferred schools. The order you list the schools does not matter. Each school will consider your application against its oversubscription criteria regardless of whether you list it first or second on this form.

Preference 1	Preference 2
School:	School:
Does the child have a brother or sister at this school? Yes* <input type="checkbox"/> No <input type="checkbox"/>	Does the child have a brother or sister at this school? Yes* <input type="checkbox"/> No <input type="checkbox"/>
*If yes, please give details of the child nearest in age. The children must live in same household. Surname _____ First name _____ Date of birth ____/____/____ (day/month/year) Gender Boy <input type="checkbox"/> Girl <input type="checkbox"/>	*If yes, please give details of the child nearest in age. The children must live in same household. Surname _____ First name _____ Date of birth ____/____/____ (day/month/year) Gender Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Are you applying for a faith reason? Yes* <input type="checkbox"/> No <input type="checkbox"/> If yes, what religion _____	Are you applying for a faith reason? Yes* <input type="checkbox"/> No <input type="checkbox"/> If yes, what religion _____
Are you applying for a medical reason? Yes* <input type="checkbox"/> No <input type="checkbox"/> If yes, what reason _____	Are you applying for a medical reason? Yes* <input type="checkbox"/> No <input type="checkbox"/> If yes, what reason _____
Are you applying under the children of staff rule (if applicable)? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you applying under the children of staff rule (if applicable)? Yes <input type="checkbox"/> No <input type="checkbox"/>

**\*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 the school proof of your child’s faith as stated in the school’s admission policy. 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 Newcastle? If yes please list the schools below Yes ☐ No ☐

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## Part 5 – 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 a Statement of SEN or an Education, Health and Care Plan)?

**\*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? \_\_\_\_\_

Is the child a carer? If yes please provide details below Yes ☐ No ☐

Is the child a refugee or asylum seeker? Yes ☐ No ☐

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. If they are attending any alternative provision including off site provision please provide details.

[illegible]

**The following section should be completed by applicants from overseas. All other applicants should move on to Part 7 of the form.**

## **Part 6 – New arrivals from overseas**

**Please complete if your child has recently arrived from overseas**

Date of arrival in Newcastle      \_\_\_\_/\_\_\_\_/\_\_\_\_      (day/month/year)

**Please note if your child's current or previous school is outside 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.**

**We will also need to see proof of your child's date of birth, such as their passport, identity card or birth certificate.**

Do you speak English fluently?      Yes   ☐      No\*   ☐

\*If you are not fluent in English, what is your preferred language for anyone who wishes to talk to you about your child's application?

\_\_\_\_\_

Does your child speak English?      Yes   ☐      No\*   ☐

\*If no, what is the child's first language or any additional languages spoken \_\_\_\_\_

\_\_\_\_\_

Does your child have special educational needs?      Yes\*   ☐      No   ☐

\*If yes, please describe their needs below and if possible, attach supporting information from an appropriate professional

## Part 7 – 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 ☐

Are you applying for any other children? Yes ☐ No ☐

Please provide their details below and complete a separate application form for each child and send all applications together:

Child's name	Date of birth

We will only discuss this application with the parent or carer named in this section. If you are happy for us to disclose information to others please provide their details and relationship to child.

Name	Address	Phone number	Relationship to child

### 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 \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Part 8 - 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). Failure to have this completed will delay the application.

The Headteacher or another member of school staff on behalf of the Headteacher can provide the information.

**Name of child** \_\_\_\_\_

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ (day/month/year) Year group: \_\_\_\_\_

School: \_\_\_\_\_

<b>Attendance Level (%)</b>			
Current year	%	Previous year	%

<b>Attainment Levels (Pre Key Stage 4)</b>					
Key Stage 1		Key Stage 2		Key Stage 3	
Maths		Maths		Maths	
English		English		English	

<b>Attainment Levels Key Stage 4</b>	
Subject	Current Level

Has the child a Statement of Special Educational Needs?  
(or an Education, Health and Care Plan)

Yes ☐ No ☐

Is the child School Action or School Action Plus (or School Support)

Yes\* ☐ No ☐

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

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

Any significant medical issues \_\_\_\_\_

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Relationships with staff and other pupils \_\_\_\_\_

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Family background issues and home school relationships \_\_\_\_\_

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Any further information which may be useful when trying to place this pupil into educational provision, including positive comments

**Name of Headteacher (or Head of Year)** \_\_\_\_\_

**Signature of Headteacher (or Head of Year)** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_ (day/month/year)