



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 10 school days</i>		

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.

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

Section 1 : Your requirements	
1. Name of school in the Educate Together Trust that you are applying for?	
2. In which year group is the place required?	
3. What date is the place required from?	
4. What is the reason for application?	
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)	
6. Legal Surname	
7. Legal first name and middle name	
8. Date of Birth	
9. Male, Female, Prefer not to say	
10. Current home address and postcode	



11. Is your child currently a 'Looked after Child' – a child in the care of the Local Authority?	Yes		No	
12. 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?				
13. Does your child have an Educational Health Care Plan issued by a local authority?	Yes		No	
14. If 'Yes' which Local Authority issued the EHCP?				
15. Does your child have any Special Educational Need, disability or medical condition the school should be aware of?	Yes		No	
16. If you answered 'Yes' to 2.13 please provide further information:				
17. Does your child have any siblings currently attending the school for which you are applying?	Yes		No	
18. If you answered 'Yes' to 2.14 please enter the name of one sibling that lives at the same home address who is currently registered at the school:				
Legal Surname				
Forenames				
Brother/Sister/Other				

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

19. Surname				
20. Forename				
21. Title	Mr / Mrs / Miss / Ms			
22. Your relationship to the child (Parent/carer/other)				
23. Do you live at the same address as the child you are applying for?	Yes		No	
24. If you answered 'No' to 3.5 then please provide your full address for communication purposes:				



25. Telephone number	
26. Email Address	
27. 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: 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.
- 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. If this information changes, it is the responsibility of the parent/carer to inform the school prior to uptake of a place.

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	
------------------------	--	------	--

Important information to assist the completion of the In-Year application form, overleaf.



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.

- 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 or for a place in Years 1-6.

- 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 Admissions Authority's decision will be notified to the applicant, in writing, within 10 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.
- If your application is unsuccessful, you have the legal right to appeal against the Admissions Authority's decision. The Appeals procedure and form can also be found on the school's website.

By submitting this form you accept responsibility for ensuring the school holds up to date information. In the event of changes to this information that may impact your position on the waiting list the parent/carer is responsible for notifying the school of any changes.