

# Application for In Year Admission to Secondary School - 2011/2012



- This form must only be completed if the child lives in Surrey. If the child lives outside Surrey please apply to the child's Home Local Authority.
- Please read the accompanying guidance notes **before** completing this form.

## 1. Child's Details

<b>a) Child's surname</b>			
<b>b) Child's forename(s)</b>			
<b>c) Child's date of birth</b>	...../...../.....	<b>d) Gender</b>	Male / Female
<b>d) Date school place is required</b>		...../...../.....	
<b>e) Child's home address</b> (This must be the child's normal place of residence and not a relative's or carer's address)		Postcode:	
<b>f) Date the child moved to this address</b>		...../...../.....	
<b>g) Previous Address – if child has moved within 2 years</b>		Postcode:	
<b>h) Name and address of current school</b> If not currently in school, please put N/A and tell us about previous schools in k) below		Postcode:	
<b>i) Date started at current school</b>		...../...../.....	
<b>j) Other secondary schools attended</b> Please name all schools previously attended before the current school			
<b>Name of School</b>	<b>Address</b>	<b>From</b>	<b>To</b>
<b>k) Reason for applying for a change of school, or if not currently in school, the reason for leaving previous school</b>			
<b>l) Does the child have a Statement of Special Educational Needs?</b> If YES, please see guidance note 1m)		YES / NO	
<b>m) Is the child 'looked after' by a Local Authority?</b> If YES, name of the Local Authority		YES / NO .....	
<b>n) Does the child have any restrictions on their residency in the United Kingdom?</b> If YES, please see guidance note 1o)		YES / NO	
<b>o) Name of the school(s) that you want to apply for, in preference order</b>			
	<b>Name and address of school</b> (you must name schools in the order you prefer them)	<b>Name &amp; DOB of siblings who are currently attending this school</b>	<b>Optional - Reasons for Preference</b> (please continue on a separate sheet of paper)
<b>Preference 1</b>			
<b>Preference 2</b>			
<b>Preference 3</b>			

## 2. Fair Access Admissions

The Local Authority must ensure that children without a school place are found a suitable school quickly. In order to establish the most appropriate placement for the child we need to ask additional questions of all Surrey applicants.

<p><b>a) Has the child ever been permanently excluded from school?</b> If YES, you should attach a separate sheet giving dates and reasons for the exclusion(s)</p>	<p>YES / NO</p>
<p><b>b) Has the child had any fixed term exclusions?</b> If YES, you should attach a separate sheet giving dates and reasons for the exclusion(s)</p>	<p>YES / NO</p>
<p><b>c) Does the child have any special educational needs (but without a Statement of SEN)?</b> If YES, please provide evidence of the special educational needs</p>	<p>YES / NO</p>
<p><b>d) Does the child have a disability or medical condition which has impacted on their attendance or participation at school?</b> If YES, please provide evidence of the disability/medical condition and confirm how it has impacted on attendance or participation at school</p>	<p>YES / NO</p>
<p><b>e) Is the child subject to a child protection plan or a child in need plan?</b> If YES, please provide evidence</p>	<p>YES / NO</p>
<p><b>f) Is the child a carer?</b> If YES, please provide details on a separate sheet of paper</p>	<p>YES / NO</p>
<p><b>g) Is the child a Refugee or an Asylum Seeker?</b> <b>If YES, please confirm the date of entry to the UK</b> Please enclose evidence of status with your form</p>	<p>YES / NO ...../...../.....</p>
<p><b>h) Is the child a registered Traveller?</b> If YES, please confirm the contact details of the caseworker within the Traveller Service</p>	<p>YES / NO ..... .....</p>
<p><b>i) Is the child returning from the criminal justice system?</b> If YES, please confirm the contact details of the caseworker within the Youth Offending Team</p>	<p>YES / NO ..... .....</p>
<p><b>j) Please give details of other individuals or groups who have worked / are currently working with the child</b> (e.g. Social Worker, Youth Offending Team etc. Please give contact details if possible)</p>	
<p> </p>	

**You must now pass this form to the Headteacher of the child's current/previous school (in the United Kingdom) so they can complete section 3. If you have moved and it is not possible to send the form to the previous school, please contact the admissions team for advice.**

### 3. Headteacher statement from current/previous school

Please continue any section on a separate sheet if necessary

<b>a) Results of tests at KS2</b>				<b>Results of tests at KS3</b>					
English		Maths		English		Maths		Science	
<b>b) If the child has already left your school, please give leaving date and reasons for leaving</b>									
<b>c) If the child has not yet left your school, have you discussed with the parent their reasons for wishing to change school? If so, please give details of those reasons, what support you have provided and indicate whether or not you believe a change of school is appropriate</b>									
<b>d) Attendance rate</b>				Current academic year:    %		Previous academic year:    %			
If unsatisfactory, what may have affected attendance?									
<b>e) Is the child on the SEN register?</b>				YES / NO					
If YES, what stage and category?									
<b>f) Please give details of any exclusions relating to this child, including dates and reasons</b>									
Dates		Length		Reason					
to									
to									
to									
to									
<b>g) If the parent has given 'bullying' as a reason for leaving or transferring, please give details below, including actions taken by the school in association with the family to help resolve this</b>									
<b>h) Have you had cause to liaise with any other professionals/educational specialists regarding this child? If so, please indicate the services involved and the reasons</b>									
<b>i) In considering the application for a school place, do you have any other comments to make to enable us to make a decision relating to the placement/level of support required?</b>									

Name		School stamp
Position within School		
Name of school		
Telephone number		
Email Address		

**YOU SHOULD NOW PASS OR SEND THIS FORM BACK TO THE PARENT**

#### 4. Parent/Guardian/Carer details

a) Title of Parent/Guardian/Carer	Mr / Mrs / Miss / Ms Other: .....
b) Surname of Parent/Guardian/Carer	
c) Forename of Parent/Guardian/Carer	
d) Relationship to child (If you are not the child's parent and the child is not in the care of a Local Authority, you must provide a letter from the parent to explain the circumstances, or a copy of official documentation to show legal guardianship of the child)	
e) Do you have Parental Responsibility for the child? (Please see guidance notes for definition of Parental Responsibility)	YES / NO
f) Address, if different to that of the child	Post Code:
g) Evening telephone number	
h) Daytime telephone number	
i) Mobile telephone number	
j) Email address	
k) Are you also making an application for any other children who are part of the same family? If YES, please confirm their names and dates of birth so that, if appropriate, their applications might be considered together	YES / NO 1. Name ..... DOB ..... 2. Name ..... DOB ..... 3. Name ..... DOB .....

#### l) Declaration and Undertaking

- I declare that the information given on this form is correct in every respect and if there are any changes in this information I will let the Admissions and Transport Team at Surrey County Council know in writing immediately. I understand that any false, inaccurate or misleading information given on this form may make this application void and that a place may be withdrawn and legal action may be taken.
- I understand that you may check the information I have provided, and that the information contained within this form and accompanying paperwork may be shared with prospective schools and appropriate educational workers to ensure the education, health and welfare of the child, and that if necessary, additional information may be requested of previous schools and/or Local Authorities to ensure appropriate placement.
- I declare that I have read and understood the admission procedures set out in the accompanying guidance notes before completing this form.

Name .....  
(Please print name of Parent/Guardian/Carer)

Signature ..... Date .....

#### 5. The next steps

**You should now ensure that you have enclosed the following information:**

- A copy of the most recent Child Benefit letter (which includes the child's name)
- A copy of your current council tax bill or a recent utility bill to confirm residence
- Professional evidence to support a social or medical priority application
- A copy of the child's latest school report, dated within the last 6 months, if in English
- If the child is not a British citizen or EEA national, a copy of the child's passport, VISA and any relevant Home Office documentation. **NB:** Places cannot be offered until the child is resident in the UK
- If you are not the child's parent and the child is not in the care of a Local Authority, a letter from the parent to explain the circumstances, or a copy of the official documentation to show legal guardianship of the child
- If the child is in the care of the Local Authority, a letter from a Social Worker confirming this

**NB: YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL THE REQUIRED INFORMATION HAS BEEN PROVIDED**

You must then send the completed form and supporting evidence to: **Admissions and Transport, Quadrant Court, 35 Guildford Road, Woking, GU22 7QQ.**

<b>OFFICE USE ONLY (✓)</b>			
Special Educational Needs	<input type="checkbox"/>	Medical	<input type="checkbox"/>
Place can be offered	<input type="checkbox"/>	Place cannot be offered	<input type="checkbox"/>
		Exceptional	<input type="checkbox"/>
		On waiting list	<input type="checkbox"/>
		(Academies/FT/VA Schools Only)	

# Application for In Year Admission to Secondary School 2011/12: Guidance Notes



Please read these notes carefully before completing the application form.

## Who should make an in year application?

- **Moves to or within the Local Authority**

Applications for in year admission are usually made by parents/carers who have moved into the area and who require a school place for their child. If you require a school place for a child who is moving in to the area or a child who attends a school but due to a house move is unable to continue attending their existing school, you will need to complete the in year application form.

- **Transfers between schools**

It is extremely important that a child has continuity in their education. For this reason, the Local Authority strongly discourages unnecessary transfers between schools. If your child is already attending a school but you feel that a move would be beneficial, you must discuss your reasons for this with your child's current school. It is common for some children to feel unsettled when they join a new school and there may occasionally be other issues that arise. However, it is important that you try to resolve any difficulties by working with the school rather than seeking a transfer. It is extremely rare that a transfer to another school resolves a child's difficulties and any difficulties are best addressed at your child's current school. If you still wish to apply for a school transfer, you will need to complete the in year application form. However, you will need to provide your reasons for seeking a change of school and set out what you have done to try and resolve the issues with the current school. We will also require that the Headteacher at your child's current school complete a section of the application form and the application will not be processed without this.

In considering your application we will need to determine whether it would be more beneficial for you to resolve any difficulties your child is having with their current school, and a member of the Admissions team or another education officer may wish to discuss this with you. We may also approach other services that may have been involved with your child, such as the Behaviour Support Service and Education Welfare Service, to seek their views. It is very important that you do not withdraw your child from his/her current school until you have secured an alternative school place. This will avoid your child missing education and being out of school for any period of time before he/she can be admitted to a new school.

## Which Local Authority should you apply to?

If you live in Surrey you should apply to Surrey County Council for a school place even if you wish to apply for a school outside of Surrey.

If you live outside Surrey you must contact your home Local Authority for details on how to apply for a school place, even if you wish to apply for a place at a Surrey school.

## Which schools can you apply for?

You can apply for any state-funded school on your in year application form, including Academies. You should not however name any private or independent schools. More details of the schools in Surrey are available by area on Surrey County Council's website at [www.surreycc.gov.uk](http://www.surreycc.gov.uk).

## How will your application be considered?

The law gives you the right to state a 'preference' for the school that you want your child to attend. It is worded in this way rather than 'choice' because there may be reasons why your preference cannot be met, for example if there are more applicants than places. When this happens, it is the school's admission criteria that determine which children will be offered a place. As many schools are

oversubscribed it is important that you consider as many schools as possible when deciding which schools to apply for.

### **Guidance on completing the application form**

These guidance notes should help you answer some of the more difficult questions on the form. Please make sure that you complete all sections of the form fully and sign the declaration. If you are unsure of the answer to any of the questions, please contact the Admissions and Transport team for advice. You can find our contact details on the back of these notes. If you leave any of the questions unanswered or if you fail to provide supporting information it will cause a delay in your application.

1e) Child's home address

- Please write the child's full address including the postcode.
- The address given must be the child's normal place of residence. You should not use a business address, the house of a relative, friend or childminder, or a temporarily rented address. If there is a genuine equal share custody arrangement between the two parents, the address to be used will be the address of the parent who is claiming Child Benefit.
- In order to ensure fairness to all children applying for a school place, we reserve the right to check details submitted by parents/guardians against council records.
- Documentary evidence confirming address details must be provided with the form. This should be a copy of your current council tax bill, a recent utility bill and the most recent Child Benefit letter (which includes the child's name).
- Any application or allocation made on the basis of false information will be withdrawn and legal action may be taken.

1j) Other secondary schools attended

Please include details of all other secondary schools attended before the child started at their current school. You must include dates of attendance. Please continue on a separate sheet of paper if necessary.

1k) Reason for change of school (or reason for leaving previous school)

Please give the reasons why you wish the child to change school. If it is to do with difficulties in their current school, you should include details of what you have done to try and resolve those difficulties. If the child is not currently in school, you should provide the reasons for leaving their previous school. Please continue on a separate sheet of paper if necessary.

1l) Does the child have a Statement of Special Educational Needs?

- If the child has a current Statement of Special Educational Needs (SEN) you should not complete the In Year application form. Instead, you should contact the SEN Team for the Local Authority in which you live.
- If the child has special educational needs but does not have a current Statement of Special Educational Needs you should answer NO to this question and continue completing the form.

1m) Is the child 'looked after' by a Local Authority?

If the child is in 'public care' (eg foster care), you should give the name of the Local Authority that has responsibility for the child and provide a letter from a Social Worker confirming the 'looked after' status. **By law, looked after children receive top priority for admission to school. It is therefore important that you indicate this on the application form.**

1n) Does the child have any restrictions on their residency in the United Kingdom?

If the child has any restrictions on their residency in the United Kingdom you should answer YES to this question and provide evidence of the child's status within the United Kingdom, including their passport, VISA and any relevant Home Office documentation.

1o) Name of the school(s) that you want to apply for, in preference order

- You can name up to three schools that you want to apply for.
- If you wish to name more than one school, you must make sure that you put the schools down in the order that you prefer them, with your most preferred school named first.

- You must include the address of each school that you want to apply for.
- In order to be considered for sibling priority where it applies, you must provide details of any siblings already attending each school that you have named.
- Generally, sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, who is living as part of the same family unit at the same address, Monday to Friday. However the sibling priority for some schools, especially schools outside of Surrey, might be different.
- You must not include any child who is not a sibling, nor any child who will not be in attendance when you wish this child to start.
- You can include reasons for naming a preference, but you are not required to do so. If you think that there are overwhelming social/medical reasons why your child should attend a school, you should indicate your reasons here and provide supporting evidence from a Consultant, GP, Social Worker, Borough School Attendance Officer or other professional with the application. This should confirm how it may affect the child in school and its relevance to a school placement. **Please note, it is not possible to take child-minding arrangements into account as an exceptional social reason.**

3. Headteacher Statement from current/previous school

Once you have completed Section 1 and 2 of the form, you must pass this form to the headteacher of your child's current or previous school (if that school is in the United Kingdom). They should complete Section 3 and return the form to you. If you send the form to us without this section completed, we will return the form to you and this will lead to a delay in processing your application.

4. Parent/Guardian/Carer Details

Please complete your details in parts a) to k).

4d) Relationship to child

Please confirm your relationship to the child, eg mother, father, aunt, uncle, grandparent, family friend. If you are not the child's parent and the child is not under the care of a Local Authority, please supply a letter from the parent to explain the circumstances and why the child lives with you or a copy of the official documentation that indicates that you have legal guardianship of the child.

4e) Parental Responsibility

Please confirm if you have Parental Responsibility for the child. Parental Responsibility is defined by the Children Act 1989 and amended by the Adoption and Children Act 2002.

- For children born prior to 1 January 2003, the child's natural mother acquired Parental Responsibility automatically at birth. The child's natural father only acquired Parental Responsibility if he was married to the mother at the time of birth or if they married subsequently.
- Other people who do not have automatic Parental Responsibility, including step-parents, grandparents and other close relatives, can obtain Parental Responsibility by seeking a Parental Responsibility legal agreement, obtained with the consent of all persons with Parental Responsibility or by a court order, or when a child is placed with them for legal adoption.
- If you are a distant relative or not related at all to the child it is likely that you are a Private Foster Parent. In law this means you **must** tell your local Council you are caring for the child and also you must tell the child's parents (or the person with Parental Responsibility) about the application for a school place and obtain their permission.

4k) Are you making an application for any other children who are part of the same family

In order to best support families who are making an application for more than one child, please indicate here if you are making an application for any other children who are part of the same family.

#### 4) Declaration and Undertaking

Please read the declaration and undertaking carefully before completing your name and signing and dating the form.

### **The Next Steps**

Before returning your application form, please check the following:

- That you have attached confirmation of the child's home address. This should normally be the most recent Child Benefit letter which includes the child's name, a copy of the current council tax bill, a recent utility bill
- That if applying for a social/medical placement, that you have attached appropriate professional evidence to support your case
- If the child's current or previous school is in the United Kingdom, that that school has completed Section 3 of the application form
- That you have attached a copy of the child's latest school report, if in English
- If the child is not a UK or EEA national, that you have attached a copy of the child's passport, VISA and any relevant Home Office documentation
- If you are not the child's parent, and if the child is not in the care of a local authority, that you have attached a letter from the parent to explain the circumstances, or a copy of the official documentation to show legal guardianship of the child
- That the child's full name and date of birth is listed clearly on each additional sheet that you have enclosed.

**Failure to complete the application fully or to attach evidence will result in your application not being processed.**

You must then send the completed form and copies of the requested information to: **Admissions and Transport, Quadrant Court, 35 Guildford Road, Woking, GU22 7QQ.**

### **What to do if you have any questions**

If you have any questions about completing the in year application form, please contact Surrey County Council's Admissions and Transport team:

Telephone: 0300 200 1004

Email: [contactcentre@surreycc.gov.uk](mailto:contactcentre@surreycc.gov.uk)

Fax: 01483 517809

More information on school admissions is also available at: [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)