

Child in Care Application for In Year Admission to Schools



This form **should only be completed by the Social Worker** of the child and only if the application is for a Surrey school.

Please return this form to: schooladmissions@surreycc.gov.uk

This form is only to be completed for In Year Admissions, for example moves outside the normal intake

Section 1: Child's details

Question	Your Answer
Child's forename(s)	
Child's surname	
Child's date of birth (DD/MM/YYYY)	
Child's year group	
Child's gender	Male / Female (delete as appropriate)
Date school is required (DD/MM/YYYY)	
Current or intended placement address in Surrey including postcode	
Name of current/intended foster carer/placement contact	
If this is the intended placement address for the child, please provide anticipated date of move (DD/MM/YYYY)	

Section 2: Social Worker's details

Please ensure you have completed ALL contact details as this may delay the process for admission

Question	Your Answer
Name of child's Social Worker	
Address of child's Social Worker including postcode	

Question	Your Answer
Telephone number and/or mobile number of child's Social Worker	
Email address of child's Social Worker	

Section 3: Further information about the Child

Question	Your Answer
Does the child have an Education, Health & Care Plan?	Yes / No (delete as appropriate)

If No – please continue to complete this form

If Yes – this application will need to be made directly to the home authority SEND Team. For children residing in Surrey, please call 0300 200 1004

Question	Your Answer
Have you informed Surrey Virtual School that you are making this application?	Yes / No (delete as appropriate)
Please provide details. Note well in complex cases, the Virtual School must be consulted before the application is made	
Type of Care Order in place for this child	
Do you have Parental Responsibility for the child?	Yes / No (delete as appropriate)
Caring Authority (Name/Number e.g., Surrey LA – 936)	
Current school status	(delete as appropriate) Not currently on the roll of a school / On roll of a school, but not attending / On roll of a school and attending

Section 4: Previous school

Question	Your Answer
Name of current/last school. (If not currently on a school roll, please provide details of last enrolment.)	

Question	Your Answer
Address of current/last school (If not currently on a school roll, please provide details of last enrolment)	
Start date at current/last school (DD/MM/YYYY)	
Leaving date (intended) (DD/MM/YYYY)	

Section 5: PEP

Question	Your Answer
Date of child's last PEP or PEP review (DD/MM/YYYY)	

Section 6: Residence within the United Kingdom

Question	Your Answer
Does the child have any restrictions on their residency in the United Kingdom?	Yes / No (delete as appropriate)

Section 7: School Preferences

Question	Your Answer
Name of the school you wish to apply for.	
Address of the school you wish to apply for including postcode	

All school applications for children in care to Surrey local authority should be discussed with an Education Support Officer from the Virtual School.

Question	Your Answer
Confirm the name of the Education Support Officer you have involved	
Why is this school felt to be the most appropriate for this child? (This may include home to school transport implications, or that the school is well placed to meet the child's individual needs.)	

Question	Your Answer
Any supplementary information, where applicable, in relation to this admission (e.g. a brief description of the child's educational needs and their strengths; whether they are currently undergoing statutory assessment; any information to support a successful integration to their new school)	

Declaration

- I declare 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 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 you may check the information I have provided, and the information contained within this form may be shared with prospective schools and appropriate educational workers to ensure the education, health and welfare of the child. The form may also be shared with a school which is its own Admission Authority in relation to a school admission appeal.
- I declare I have read and understood the admission procedures set out in the Surrey Protocol for Children In Care and guidance notes before completing this form.

Name

Job Title

Signature

Date (DD/MM/YYYY)

How we use data

Surrey County Council is committed to ensuring that it manages data in accordance with the General Data Protection Regulation (GDPR). You can find out more about how we manage data on the privacy notice section of our website: [Surrey County Council – Your Information and Privacy](#)

Send the completed form to: schooladmissions@surreycc.gov.uk. If you cannot email it, please post to: School Admissions, Quadrant Court, 35 Guildford Road, Woking, GU22 7QQ

If the child is In Care to Surrey and an application needs to be made for an out of county school, please contact Surrey's Virtual School for Children in Care (Email: virtual.school@surreycc.gov.uk, Telephone: 0208 541 7761).