

Child in Care Application for In Year Admission to School



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

E-mail: virtual.school@surreycc.gov.uk Tel: 0208 541 7761

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

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| 1) Child's surname | | | |
| 2) Child's forename(s) | | | |
| 3) Child's date of birth (dd/mm/yyyy) | | 4) Gender | Male / Female |
| 5) Date school place is required | | | |
| 6) Current or intended placement address in Surrey | | | |
| 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 | | | Date: |
| 7) Name and contact details of child's Social Worker | Name: Address: | | |
| Please ensure you have completed ALL contact details as this may delay the process for admission | Telephone Number: Email Address: | | |
| 8) Does the child have an Education, Health & Care Plan? | | Yes/No | |
| 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 or fill in the SEND general enquiries online form | | | |
| 9) Have any discussions already taken place with the preferred school? | | Yes/No | |
| Please provide details. | | | |
| 10) Type of Care Order in place for this child | | 11) Do you have Parental Responsibility for the child? | |
| 12) Caring Authority (Name/Number) eg. Surrey LA -936 | | | |
| 13) Current school status | <input type="checkbox"/> Not currently on the roll of a school <input type="checkbox"/> On roll of a school, but not attending <input type="checkbox"/> On roll of a school and attending | | |

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| 14) Name and address of current/last school (If not currently on a school roll, please provide details of last enrolment) | | Postcode: |
| 15) Start date at current/last school/...../..... (dd/mm/yyyy) | 16) Leaving date (intended)/...../..... (dd/mm/yyyy) | |
| 17) Does the child have any restrictions on their residency in the United Kingdom? | | YES / NO |
| 18) Name and address of the school you wish to apply for | | |
| | | Postcode: |
| 19) All school applications for children in care to Surrey local authority should be discussed with your area Assistant Headteacher from the Virtual School. Please confirm the name of the Assistant Head you have involved | | |
| 20) Why is this school felt to be the most appropriate for this child? This may include home to school transport implications. | | |
| Any supplementary information, where applicable, in relation to this admission: | | |
| <ul style="list-style-type: none"> • 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 and guidance notes before completing this form. | | |
| Date of Application: Your Name: Your Title/Position: Signature: | | |
| OFFICE USE ONLY (✓) Form Complete <input type="checkbox"/> | | Application Date Recorded <input type="checkbox"/> |
| | | 2017/2018 |