



Application for Admission to a School other than the Normal Age of Entry (In Year Admission)

This application form should only be used to apply for a place at Violet Way Academy. Please read the attached notes before completing this form.

This form should NOT be used to apply for school places for children with a Statement of Special Educational Need (SEN).

SECTION 1 – Reason for your application – please complete one form per child

- | | |
|---|--|
| 1. Moved into Staffordshire <input type="checkbox"/> | 3. Not moving, but wanting a new school <input type="checkbox"/> |
| 2. Moving to another area within Staffordshire <input type="checkbox"/> | 4. Moving to another authority area <input type="checkbox"/> |

SECTION 2 – Your child’s details

Child’s Legal Surname: Male: Female:

Child’s Legal Forename(s):

Date of birth: Current Year Group:

Child’s Current Home Address:

Postcode: (You must supply so that we can assess your application)

If this application is the result of a house move, or if your family is a returning Service/Crown Servant family please provide the new address and expected date of move below:

Child’s New Address:

Postcode: (You must supply so that we can assess your application)

Expected date of move:

Do any of the following apply to this child?

Please tick each box as appropriate

Is this child in the care of a local authority*?

Has the child previously been in the care of a local authority but has since been adopted (or become subject to a residence order or special guardianship order)?

From a returning Service/Crown Servant family**?

Yes	No

If any of the above apply to this child then evidence will be required to support the application.

* Children in the care of the local authority are those living with foster carers, resident at a children’s home, on a court order, remanded in care or ‘accommodated’ i.e. in care at parents request

**If an application for an in-year place is accompanied by an official MOD, FCO or GCHQ letter declaring a relocation date we will arrange for confirmation of a school place in advance of the relocation

SECTION 3 – Your child’s current school details

Name of current school or last school attended:

Date last attended if not currently attending:

Reasons for leaving:
or reasons for request
to change school:

If you are requesting a school transfer because your child is experiencing difficulties, your child **must** continue attending their current school until your application is resolved, as in some cases this can take time.

Are/were there any attendance related difficulties at this or any other school? Yes No

Does this child have any exclusions (fixed or permanent) at this or any other school? Yes No

If you have answered yes to the above questions, please provide details below. Please also include the names and contact details of any outside agencies currently involved with this child, for example Social Worker; CAMHS; Education Welfare Officer, and attach a letter of support if applicable.

Please note that if you do not disclose additional information where applicable this **will** delay your application being processed.

SECTION 4 – Parents/carers must send this to the headteacher of the child’s current school. Failure to do so will result in the application being delayed.

I confirm that the parent/carer has discussed with me the reasons for a transfer and

I agree / disagree with the parent/carers comments in Section 3.

I agree / disagree that a school transfer would be in the best interest of the child for the following reasons:

Please include any other information which you believe is relevant to this application.

Is this child subject to a Pastoral Support Programme / Plan? Yes/No If Yes - please attach a copy.

Is this child subject to an Individual Educational Plan? Yes/No If Yes - please attach a copy.

Is this child subject to a Common Assessment Framework? Yes/No If Yes - please attach a copy.

Signed: Date:

Name (please print):

SECTION 5 – Preferred School(s) for your child

It is very important that you understand the admissions criteria for your preferred school - these can be viewed at the following link: www.violetwayacademy.com.

This will enable you to assess what order of priority will be given to your application. The admissions criteria will also indicate whether you need to complete a supplementary form or provide additional supporting information for each of your preferences.

Name of Preferred School: - Violet Way Academy

I have visited the school or contacted the headteacher to discuss my reasons for choosing this school
YES / NO

Reason for application

DETAILS OF ELDER BROTHER OR SISTER ATTENDING IF APPLICABLE

Name of Brother/Sister

Date of Birth

Current Year Group

SECTION 6 – Details of Parent/Carer making this application

Title:

Surname:

Forename:

Parent/Carer address: (including postcode) at time of application.

Daytime Telephone Number (s):

What is your relationship to this child:

Mother:

Foster Parent:

Other

Please state below:

Father:

Relative:

Step-Parent

Social Worker:

Do you have parental responsibility for this child?

Yes

No

Should more than one parent have legal responsibility for this child, both parents must be in agreement regarding the school(s) requested.

If **No**, what is your responsibility for this child?

If you are caring for someone else's child for more than 28 days and are not an immediate relative you may be private fostering and it is a legal requirement that you contact the local authority on 0800 1313126. Further information is available at www.staffordshire.gov.uk

Declaration:

Please confirm the child's eligibility for a place at a state funded school by stating the nationality of the applicant in this box

The information provided on this application form will be used to ensure that the council's records are correct. It may also be shared with other agencies and service providers to ensure that your child receives an appropriate service. The full Data Protection statement can be found in the Information for Parents booklets.

I certify that the information I have provided is true to the best of my knowledge, and understand that any false or deliberately misleading information provided on this form and/or supporting papers may render this application invalid and could lead to the withdrawal of an offer of a school place for my child. I also give my consent for the School Admissions and Transport Service to contact relevant agencies in order to validate this application.

Signed :

Date:

FORMS MUST BE RETURNED TO VIOLET WAY ACADEMY FOR CONSIDERATION