

School managed application for in year admission to school during 2016/17 – (IYA-SMA)



This form must only be completed if you are applying for in year admission to Howard of Effingham School for Years 8 to 11. To apply for Year 7 places commencing September, please visit www.surreycc.gov.uk/admissions for an application form and follow instructions.

Please read the accompanying guidance notes and Surrey's booklet on in year admissions before completing the form.

1. Child's details

Child's surname:			
Child's first name:			
Child's middle name(s):			
Child's date of birth:/...../.....		
Gender:	Male / Female		
Date school place is required and Year Group:/...../.....	Year Group: _____	
Child's home address: <i>This must be the child's normal place of residence and not a relative/carer's address.</i>	Postcode: _____		
Date the child moved to this address:/...../.....		
Previous address (if child has moved within 2 years):	Postcode: _____		
Name and address of current school: <i>If not currently in school, please put N/A and tell us about previous schools below.</i>	Postcode: _____		
Date started at current school:/...../.....		
Other schools attended: <i>Please name all schools previously attended before the current school</i>			
Name of School	Location	From	To
Reason for applying for a change of school or, if not currently in school, the reason for leaving previous school:			
Is the child in the care of a local authority:	Yes / No		
<i>If Yes, you should not complete this form but should refer to the child's social worker to complete Surrey's separate form 'Child In Care Application for In Year Admission to School'.</i>			
If No, has the child previously been in care and did they leave care through adoption, a special guardianship order or a residence order:	Yes / No		
	Local authority <i>(please state the name of the local authority and provide evidence)</i>		
Does the child have a statement of Special Educational Needs & Disability or Education, Health & Care Plan?	Yes / No		
<i>If Yes, you should not complete this form but should refer to the child's special educational needs case officer for details on how to apply for a school place.</i>			
Does the child have any restrictions on their residency in the United Kingdom: <i>If Yes, please see guidance notes.</i>	Yes / No		

2. School application details

<p>Are you applying for 'Exceptional Arrangements' for medical or social reasons: <i>If YES, please see our Admissions Policy for further information on professional evidence required.</i></p>	<p style="text-align: center;">YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>Name and date of birth of any siblings at Howard of Effingham School for whom you wish to claim 'Sibling' priority:</p>	<p>Sibling's name: _____ DOB: /...../.....</p>

3. Fair access admissions

The local authority must ensure that children without a school place and vulnerable and challenging pupils are found a suitable school quickly. In order to establish the most appropriate placement for each child we need to ask additional questions of all applicants.

<p>Has the child ever been permanently excluded from school:</p>	<p style="text-align: center;">Yes / No</p>
<p>Has the child had any fixed term exclusions:</p>	<p style="text-align: center;">Yes / No</p>
<p><i>If Yes to either of the above, please attach a separate sheet giving dates and reasons for the exclusion(s).</i></p>	
<p>Is the child returning from the criminal justice system: <i>If Yes, please confirm the contact details of the caseworker within youth offending team.</i></p>	<p style="text-align: center;">Yes / No </p>
<p>Is the child returning to mainstream schooling after a period of elective home education: <i>If Yes, please put commencement date of home education.</i></p>	<p style="text-align: center;">Yes / No /...../.....</p>
<p>Please give details of other individuals or groups who have worked/are currently working with the child (eg. Social Worker, Youth Offending Team, Community Incident Action Group (CIAG), etc). Please give contact details if possible:</p>	

<p>Does the child have any special educational needs (but without a Statement of SEND or Education, Health & Care Plan), a disability or medical condition which has impacted on their attendance or participation at school: <i>If Yes, please provide evidence and confirm how it has impacted on attendance or participation at school.</i></p>	<p style="text-align: center;">Yes / No</p>
<p>Is the child subject to a Child Protection Plan or a Child In Need Plan: <i>If Yes, please provide evidence.</i></p>	<p style="text-align: center;">Yes / No</p>
<p>Is the child a carer: <i>If Yes, please provide details.</i></p>	<p style="text-align: center;">Yes / No</p>
<p>Is the child a refugee or an asylum seeker: <i>If Yes, please confirm the date of entry to the UK and provide evidence of status.</i></p>	<p style="text-align: center;">Yes / No /...../.....</p>
<p>Is the child a registered Gypsy, Roma or Traveller: <i>If Yes, please confirm the contact details of the caseworker within the traveller service.</i></p>	<p style="text-align: center;">Yes / No </p>
<p>Are you working as a Crown Servant or in Her Majesty's Armed Forces: <i>If Yes, please provide evidence.</i></p>	<p style="text-align: center;">Yes / No</p>

Please pass the next page (Section 4) to the Headteacher of the child's current/previous school (in the United Kingdom). The Headteacher will be asked to return this page directly to The Howard. Please continue to Section 5 and return the application form with the requested documentation on the last page.

4. Headteacher statement from current/previous school

Please continue on a separate sheet if necessary

Child's name:		DOB:	
What date was the child put on roll at your school:			
Is the child still on roll at your school:	Yes / No		
If the child has already left your school:			
Date last attended	Leaving date	Reason for leaving	
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:			
Attendance rate:	Current academic year _____%	Previous academic year _____%	
If unsatisfactory, what may have affected attendance:			
Is the child on the SEND register? If Yes, what stage and category:	Yes / No		
Please give details of any exclusions relating to this child, including dates and reasons:			
Date	Length	Reason	
If the parent has given 'bullying' as a reason for leaving or transferring, please give details: Including actions taken by the school in association with the family to help resolve this.			
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:			
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:			
Name:		School stamp	
Position within school:			
Name of school:			
Telephone no. & Email:			
Date:			

PLEASE RETURN THIS PAGE VIA EMAIL OR ADDRESS BELOW. PLEASE NOTE THAT THE APPLICATION WILL NOT BE PROCESSED UNTIL THIS SECTION HAS BEEN RECEIVED. YOUR PROMPT RESPONSE IS APPRECIATED.

Email: knight_l@thehoward.org
Address: Mrs L Knight, In Year Student Admissions, Howard of Effingham School, Lower Road, Effingham, Surrey KT24 5JR

5. Parent/Carer's details

Title:		First name:		Surname:	
Address (if different from child's address)			Postcode:		
Telephone numbers					
Work:		Home:		Mobile:	
Email address:					
Do you have parental responsibility for this child: <i>Please see guidance notes.</i>					Yes / No
Relationship to child:					
<input type="checkbox"/> Mother		<input type="checkbox"/> Father		<input type="checkbox"/> Step parent	
<input type="checkbox"/> Carer		<input type="checkbox"/> Social worker		<input type="checkbox"/> *Other relative	
<input type="checkbox"/> *Other contact		<i>*Please add more details</i>			
Are you also making an application for any other children who are part of the same family: <i>If Yes, please confirm their names and dates of birth so that, if appropriate, their applications might be considered together.</i>			Yes / No		
			1. Name DOB		
			2. Name DOB		
			3. Name DOB		

6. Declaration of Parent/Carer

I wish to apply for a place at Howard of Effingham School. I certify that the information given is true to the best of my knowledge and belief. I understand that if I give any false or deliberately misleading information on this form and/or supporting documents, or withhold any relevant information, this may render my application invalid and/or lead to the withdrawal of an offer of a school place for my child. I understand that it is my responsibility to provide full information to the school and that I will notify the school of any changes to the details on this form or accompanying evidence as soon as they occur, including any change of address. I understand that the school will share details of my application with Surrey County Council.

Name

(Please print name of Parent/Carer)

Signature Date

The next steps - You should now ensure that you have enclosed the following information:

- A copy of your current Council Tax bill or Tenancy Agreement if renting or Completion Statement if purchasing.
- A recent utility bill to confirm residence.
- A copy of the child's latest school report.

Additional documents if necessary:

- Professional evidence to support a social or medical priority application.
- A copy of the child's passport and flight ticket if you have moved/are moving to the UK from abroad. If the child is not a British Citizen or EEA national, you must provide a copy of the child's visa and any relevant home office documentation. **NB:** Places will only be offered in advance of a return/arrival to the UK if the child is a British citizen or EEA national but in such cases a place will not be offered more than 4 weeks prior to their arrival.
- 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 you have parental responsibility for the child.

NOTE: YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL INFORMATION IS RECEIVED

Please note that due to photographed emailed copies of forms being difficult to read, we ask that you post the completed form and supporting evidence to the following address (or email scanned documents):-

Mrs L Knight, In Year Student Admissions, Howard of Effingham School, Lower Road, Effingham, Leatherhead, Surrey KT24 5JR

Howard of Effingham School respects your rights and is committed to ensuring that it protects your details, the information about your dealings with the school and other information available to the school ('your information'). In accordance with the Data Protection Act 1998, the school will use your information, for the purpose of processing your application for a school place, to: (a) deal with your requests and administer its departmental functions, (b) meet its statutory obligations and (c) prevent and detect fraud. The school may also use and disclose information that does not identify individuals for research and strategic development purposes.