



## APPLICATION FOR IN-YEAR ADMISSION TO SCHOOL

- **This form must only be completed if you are applying for admission to a school which manages its own in-year applications**
- **Please complete every section of this form – your application will not be processed until ALL information and documentation has been provided**

**Please fill in all sections of this** application where applicable. References should be made to the school's admissions policy which gives details on how places will be allocated by the school. Your completed application form should be returned to the school via [admissions@forest.academy](mailto:admissions@forest.academy) or by post to Jaquie Blaney. Applications will be considered 5 working days of the place being required. The Forest School, Robin Hood Lane, Winnersh, Wokingham, RG41 5NE.

**Please use CAPITAL letters. Where appropriate please circle the relevant information**

### APPLICATION INFORMATION

a) Does the child have an education, health and care plan (EHCP)?	Yes	No
If yes, you should not complete this form. Instead, you should contact the Special Educational Needs team for the local authority in which the child lives for detail, on applying for a school place.		
b) Is this child currently in the care of a local authority	Yes	No
If yes, you should not complete this form. The child's social worker must complete Wokingham Borough Council's separate form, 'Child in care application for in-year admission to school'.		
c) Has the child previously been in care and did they leave care through adoption, a special guardianship order of a child arrangements order. Is this child currently in the care of a local authority	Yes	No
If yes, please state the name of the local authority and tick the box to confirm that you have provided evidence.....		
d) Do you need a school place within the next four school weeks?	Yes	No
If no, from what date is a school place required?.....		

## 2. Child's details

a) Child's surname	
b) Child's first name	
c) Child's middle name(s)	
d) Child's date of birth	DD/MM/YYYY
e) Gender	
f) Child's home address – this must be the child's normal place of residence and not a relative's or carer's address	Postcode:
g)	
h) Date the child moved to this address	DD/MM/YYYY
i) Proof of address. You must include at least two documents with your application form, or from each of the sections below, as proof of address. Please tick or circle the relevant box to indicate which document you have included	
Section A	Council Tax statement <input type="checkbox"/> Signed Tenancy agreement <input type="checkbox"/> Solicitor's letter on completion of sale <input type="checkbox"/>
Section B	Recent utility bill <input type="checkbox"/> Benefits statement <input type="checkbox"/> Prescription Form <input type="checkbox"/> Bank statement <input type="checkbox"/> Other – please specify: <input type="checkbox"/>
j) Previous address - if child has moved within 2 years	Postcode:

## 3. Residential Status

a) Is the child a British citizen, EEA or Swiss national?	Yes	No
<i>If no, please circle to confirm that you have included a copy of the child's passport, visa and any relevant home office documentation regarding their status in the United Kingdom.</i>		
	Yes	
b) Is the Child currently in the United Kingdom?	Yes	No
<i>If no, on what date is the child expected to arrive in the United Kingdom? Please also confirm that you have provided evidence of the date of arrival and a copy of the child's passport if they are British citizen, EEA or Swiss national.</i>	DD/MM/YYYY	Yes
<i>If yes, has the child always lived in the United Kingdom?</i>	Yes	No
<i>If no, what is the date they last entered/returned to the United Kingdom? Please also confirm that you have provided evidence to the date of arrival and copy of the child's passport if they are a British citizen. EEA or Swiss national?</i>	DD/MM/YYYY	Yes
c) Is the child in the United Kingdom on a temporary visit?	Yes	No
<i>If yes, on what date is the child expected to leave the United Kingdom?</i>	DD/MM/YYYY	

## 4. Current/previous schools

a) Name and address of current school. If not currently in school please put 'not applicable' (N/A) and tell us about previous schools in 4c) below	Postcode:
b) Date started at current school	DD/MM/YYYY
c) Other schools attended. Please name all schools previously attended before the current school.	Yes No

Name of school	Address	From	To
		MM/YYYY	MM/YYYY
		MM/YYYY	MM/YYYY
		MM/YYYY	MM/YYYY
		MM/YYYY	MM/YYYY
d) Reason for applying for a change of school. Or if not currently in school, the reason for leaving previous school.			

**FOR YEAR 9, 10 AND 11 PUPILS ONLY:** Please provide details of GCSE or other qualifications being studied:

Subject	Exam Board	Course Code	Modules completed, if applicable

Please note that if you are considering moving your child in these year groups, there may be considerable difficulty matching the curriculum and difficulties with space in specific teaching groups in subjects that limit the number of pupils that can be safely accommodated e.g. science and technology, or where courses are full with applicants already at the school.

It is compulsory to visit the school before submitting an application for Year 9,10 or 11

Please enter the date you visited the school DD/MM/YYYY

**5. School Preference.**

Name of the school you wish you apply for	Exceptional medical or social reasons	Name and date of birth of any siblings for who you wish to claim sibling priority	Optional – reason for preference (please continue on a separate sheet of paper if necessary)
School name:	Yes No	Sibling name:  Dob: DD/MM/YYYY Gender:	
If you are applying for exceptional medical or social reasons, please circle to confirm that you have included appropriated professional evidence to support your case.			Yes

## 6. 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.

a) Has the child ever been permanently excluded from school?	Yes	No
b) Has the child ever had any fixed term exclusions?	Yes	No
<i>If you answered yes either a) or b), please circle to confirm you have attached a separate sheet giving dates and reasons for exclusion(s).</i>		Yes
c) Does the child have any special educational needs (but without a statement or Education Health and Care Plan)?	Yes	No
d) Does the child have a disability or medical condition which has impacted their attendance or participation at school?	Yes	
<i>If yes, please circle to confirm you have provided additional information and evidence detailing how the child's condition has impacted on their attendance or participation at school.</i>		Yes
e) Does the child have a child protection plan or a child in need plan?	Yes	No
<i>If yes, please circle to confirm you have provided evidence of the plan.</i>		Yes
f) Is the child a carer?	Yes	No
<i>If yes, please circle to confirm you have provide evidence of the child's caring role</i>		Yes
g) Is the child a refugee or asylum seeker?	Yes	No
<i>If yes, please provide the following details: Date of entry to the UK: DD/MM/YYYY I confirm I have attached evidence of refugee status</i>		
h) Is the child a registered Gypsy, Roma or Traveller?	Yes	No
<i>If yes, please provide contact details for the caseworker within the local authority who is supporting the child: Name..... Phone Number..... Email Address.....</i>		
i) Is the child returning from the criminal justice system?	Yes	No
<i>If yes, please provide contact details for the caseworker within the local authority who is supporting the child: Name..... Phone Number..... Email Address.....</i>		
j) Is the child working with or being supported by any other individuals or groups (e.g. social worker, community incident action group, Education welfare officer, education psychologist)?	Yes	No
<i>If yes, please confirm the reason for the support and provide contact details below</i> Name..... Role..... Phone Number..... Email Address.....		Reason:

**7. Parent/guardian/carer's details**

Title	First Name	Surname
Address (if different from child's address)		
Telephone number Day:..... Evening:..... Mobile:.....		
Email: .....		
Relationship to child (please circle): <div style="display: flex; justify-content: space-around;"> <span>Mother</span> <span>Father</span> <span>Step parent</span> </div> <div style="display: flex; justify-content: space-around;"> <span>Carer</span> <span>Social worker</span> <span>Other relative</span> </div> Other contact (please include details).....		
<b>Other contact: Parent/guardian/carer's details</b>		
Title	First Name	Surname
Address (if different from child's address)		
Telephone number Day:..... Evening:..... Mobile:.....		
Email .....		
Relationship to child: <div style="display: flex; justify-content: space-around;"> <span>Mother</span> <span>Father</span> <span>Step parent</span> </div> <div style="display: flex; justify-content: space-around;"> <span>Carer</span> <span>Social worker</span> <span>Other relative</span> </div> Other contact (please include details).....		
<p><b>a) Do you have parental responsibility for the child?</b>      Yes      No</p> <p><i>If no, are you applying on behalf of the child's parent?</i>      Yes      No</p> <p><i>If yes, please circle to confirm that you have enclosed a letter from the child's parent explain the circumstance sand authorising you to act on their behalf.</i>      Yes</p> <p><b>b) Are you working as a Crown Servant or in Her Majesty's Armed Forces and need a school place as a result of a return to the area?</b>      Yes      No</p> <p><i>If yes, please circle to confirm that you have included evidence.</i>      Yes</p> <p><b>c) Are you also making an application for any other children who are part of the same family?</b>      Yes      No</p> <p>If yes, please confirm their names/ dates of birth so that, if appropriate, their applications might be considered together.</p> <p>1. Name..... DoB: DD/MM/YYYY</p> <p>2. Name..... DoB: DD/MM/YYYY</p> <p>3. Name..... DoB: DD/MM/YYYY</p>		

**8. Declaration of parent /guardian / carer**

Declaration of parent /guardian/carer	<p>I wish to apply for a place at the school named in section 5. I certify that the information give 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 rend 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.</p> <p>(Please print name of parent/guardian/carer)</p> <p>Name:.....</p> <p>Signature.....</p> <p>Date DD/MM/YYYY</p>
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## Important - Next Steps

- a) Headteacher statement from current/previous school
  - You must now pass this form to the headteacher of the child's current/previous school (if this was in the UK) to complete the headteacher statement overleaf
  - If the headteacher statement is not completed, the form will be returned to you and this will lead to a delay in processing your application.
  - If it is not possible to get the headteacher statement completed, please contact the school.
- b) Returning your **Forest School** application form
  - Once the headteacher statement has been completed, please return your completed form and supporting evidence to the school

### **Your application will not be processed until all information is received**

Personal Information Policy: We respect your rights and are committed to ensure that we protect your details and the information about your dealing with us/ In accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR), we will use your information for the purpose of processing your application for a school place, to: 9a) deal with your requests and administer our functions, (b) meet our statutory obligation, and (c) prevent and detect fraud. We may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with Wokingham Borough Council and other agencies (including schools. Other admission authorities, central government departments, law enforcement agencies, statutory and judicial bodies, contractors that process data on our behalf and medical advisor). In addition, we may contact your child's current or previous school for information (if the school was in the UK), if we have any queries regarding the headteacher statement or if you have not supplied to us the completed headteacher statement with this form. We may also use and disclose information that does not identify individuals for research and strategic development purposes.

## Headteacher statement form current / previous school

Headteachers or their representatives are asked to complete this form as part of a parent's application for applying for an in-year school place, where a child has not yet left their current school. It provides school with a useful opportunity to:

- Discuss the reasons for the child leaving the school.
- Explore with the parent whether it might be in the child's best interest to remain at the school.

Schools are asked to continue on a separate sheet if necessary.

a) Name of the school completing this form			
b) Child's name		DOB: DD/MM/YYYY	
c) Child's current chronological year group			
d) Was/is this child being taught out of year group?		Yes	No
e) On what date was this child put on roll at your school?		DD/MM/YYYY	
f) On what date did this child last attend your school?		DD/MM/YYYY	
g) Is this child still on roll at your school?		Yes	No
If no, on what date was the child taken off roll? DD/MM/YYYY			
What were the reasons given for leaving?			
h) If this child has not yet left your school, have you discussed with the parent their reasons for wishing to change school?		Yes	No
If Yes, please give details of those reasons:			
i) Do you believe that a change of school is in the child's best interests?			
Please provide the reasons for your answer:			
j) In your view, is there any action that the school might take to prevent a change of school?		Yes	No
If yes, please give details:			
k) Child's attendance rate	Current academic year	%	Previous academic year: %
If below 90%			
<ul style="list-style-type: none"> <li>• What may have affected attendance</li> </ul>			



<ul style="list-style-type: none"> <li>• Did you make a referral /seek support from the Education Welfare service? If yes, please provide details:</li> </ul>	Yes	No
l) Does the child have any special educational needs or disability but without an EHCP?	Yes	No
<i>If yes, please provide dates and reasons below:</i>		
m) Has this child had any exclusions whilst attending your school? Fixed Term or Permanent		
<i>If yes, please provide details:</i>		
Dates	Length (Days)	Reason
DD/MM/YYYY to DD/MM/YYYY		
DD/MM/YYYY to DD/MM/YYYY		
DD/MM/YYYY to DD/MM/YYYY		
DD/MM/YYYY to DD/MM/YYYY		
n) 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.		
o) Have you had cause to liaise with any professionals/educational specialists regarding this child?		
p) In considering this application for a school place, please provide any other comments that might be relevant to this child's school placement/level of support required		
<b>Headteacher declaration</b> I declare that this form has been completed to the best of my knowledge and belief and includes all information that is relevant to the child's application for a new school place		
Name		School Stamp
Position within school		
Name of school		
Telephone number		
Email Address		
Date	DD / MM / YYYY	