IN YEAR ADMISSION FORM (IYAF)

This form must be used to request admission to or transfer between schools during the school year.

Please ensure that you have read KCC's Admissions Privacy Notice at kent.gov.uk/privacy before you complete this form. You should complete a separate form for each child and for each school you are applying for.



| Thease complete all the details in BCOCK CHPTTHCS, tick the relevant boxes and retorn this form directly to the school | | | | | | | | |
|--|---|--|--|---|--------|--|--|--|
| 1. CHILD'S DETAILS | | | | | | | | |
| FORENAME | SURNAME | | | D.O.B | GENDER | | | |
| CURRENT ADDRESS | IS YOUR CHILD NEW TO THE UK? YES NO IF YES, PLEASE PROVIDE DATE ARRIVED | | CURRENT YEAR GR RECEPTION YEAR 1 YEAR 2 YEAR 3 YEAR 4 YEAR 5 | OUP YEAR 6 YEAR 7 YEAR 8 YEAR 9 YEAR 10 YEAR 11 | | | | |
| Does your child have an Educational Health & Care Plan (EHCP)? YES NO If your child has an EHCP you should not apply for them using this form. Please contact your named SEN officer or SEND area team for more information on the application process. | | | | | | | | |
| Are you a Crown Servant? If you are UK service personnel or other Crown Servants living abroad with your family please tick YES. You will need to provide an official MOD, FCO or GCHQ letter declaring your relocation date and address to the school. Children in Local Authority Care or Previously in Local Authority Care A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). DOES YOUR CHILD QUALIFY UNDER THE ABOVE STATEMENT? YES NO IF YES, WHICH AUTHORITY IS/WAS THE CORPORATE PARENT? IF YES, PLEASE PROVIDE US WITH THE NAMES AND CONTACT DETAILS OF ANY PROFESSIONALS ASSOCIATED WITH THIS CHILD | | | | | | | | |
| 2. PARENT / GUARDIAN DETAILS TITLE FORENAME SURNAME | | | | | | | | |
| RELATIONSHIP TO CHILD TELEPHONE NUMBER 1 | | | TELEPHONE N | IUMBER 2 | | | | |
| EMAIL ADDRESS | | | | | | | | |
| Same address as child? YES NO If no please provide full address here | | | | | | | | |

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| 3. REASON FOR APPLICATION | | | | | | | |
|--|--------------------|---|--|--|--|--|--|
| (tick appropriate box) Moving to Ke | | (Country:) (Local Authority:) Not moving Leaving Elective Home Education | | | | | |
| 4. CURRENT & PREVIOUS SCHOOL | DETAILS | | | | | | |
| CURRENT SCHOOL | IT SCHOOL LOCATION | | | | | | |
| REASON FOR LEAVING | | DATE LAST ATTENDED OR STILL ATTENDING | | | | | |
| PREVIOUS SCHOOL | LOCATION | | | | | | |
| REASON FOR LEAVING | | | | | | | |
| 5. PARENT / GUARDIAN DECLARA | TION | | | | | | |
| When completing your Admissions Application for your child, please read the following carefully and confirm your agreement by signing the form. I understand that: | | | | | | | |
| 1. All information given in this application is, to the best of my knowledge, true and correct. If, at a later date, any of the information is found to be incorrect I may forfeit any place allocated to my child. I understand that the information collected by the Local Authority (LA) via this application will be only used to help arrange admission to schools in line with the LA and schools Admission Criteria. | | | | | | | |
| 2. I give permission to the LA to process all the information given in accordance with the Admission Criteria and processes. The information given will not be used for any purpose other than the provision of education. The Local Authority (LA) and Admission Authority may share any information that I provide, with colleagues in the Education Service, schools and the Department for Education. | | | | | | | |
| 3. The LA undertake that they have in place a level of security appropriate to the nature of this information and further undertake that they will:- | | | | | | | |
| Not hold information about you or your child that is excessive in relation to the purpose for which it is processed and not keep data processed for any purpose or purposes longer than necessary. Keep all information about you or your child accurate and up to date (to help us to do this, please keep us informed of any changes to your details) Process your information in accordance with your rights under the Data Protection Act. | | | | | | | |
| Please contact the school if after 5 school days you have not been informed whether a place can be offered. If the school cannot offer a place, the Local Authority will send a letter advising on other schools with spaces in your locality. If you have any further questions, please contact Kent In Year Admissions Team on 03000 416789 or email kentinyearadmissions@kent.gov.uk or visit www.kent.gov.uk/inyearadmission | | | | | | | |
| SIGNED | PRINT NAME | DATE | | | | | |

Please return this form <u>directly to the school</u> you are applying for

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| 6. SCHOOL'S DECISION – SCHOOL USE ONLY | | | | | | | | | |
|---|------------|---------------|--|-----------------|------------------|--|--|--|--|
| Please complete all applicable boxes below to inform the LA of the outcome of the application | | | | | | | | | |
| DATE FORM RECEIVED | SCHOOL NAM | Ē | | LA | DFE NO. | | | | |
| CHILD FORENAME | | CHILD SURNAME | | | D.O.B | | | | |
| PLACE OFFERED | | | PLACE NOT OFFERED | | | | | | |
| DATE OFFERED | | | WAS A PLACE AVAILABLE? | YES | NO | | | | |
| ACCEPTED DATE | | | WAS THE CHILD ELIGIBLE? | YES | NO | | | | |
| REFUSED DATE REASON FOR REFUSAL WITHDRAWN DATE | | | HAVE THEY JOINED THE WAITING LIST? Where no offer has been n sent a letter explaining wh place and have they been NOTES | y they have not | t been offered a | | | | |
| REASON FOR WITHDRAWAL | | | | | | | | | |

Please ensure you answer all questions before returning to the In Year Admissions Team

Send completed IYAF to LA via email or by post using the details below:

Email: kentinyear admissions@kent.gov.uk

Postal address: In Year Admissions Room 2.24 Sessions House Maidstone Kent ME14 1XQ

(If sending by post, please ensure you keep a copy of the form)