

IN-YEAR APPLICATION FORM

These boxes are for office use only

Year group

Academic year

Pupil details

Forename/given name	Middle name(s)	Surname/family name	
Date of birth Day: Month: Year:	Gender (please tick) Boy Girl	If TWIN, please tick box and complete an application form for each child	
Current home address			
Postcode			
Current school name <i>(or previous school if not currently attending)</i>		Current or previous school address (if not within the borough of Telford & Wrekin)	
Postcode			

Ack

Schools

Date

School reply

Offer letter

Appeal

Is the pupil "looked after" by a Local Authority? (sometimes referred to as "being in care")?	Yes <input type="checkbox"/> or No <input type="checkbox"/> Please tick one box.
If "Yes" by which Local Authority (LA) is child "looked after"? <i>(please note this application should then be countersigned by the social worker)</i>	
If your child is adopted, was he/she "looked after" immediately prior to adoption?	Yes <input type="checkbox"/> or No <input type="checkbox"/> Please tick one box.
Does your child have a Statement of Special Educational Need / Education Health and Care plan?	Yes <input type="checkbox"/> or No <input type="checkbox"/> Please tick one box
Medical reasons (ie admission is essential for the medical well-being of the child) Please provide written medical evidence in support	Yes <input type="checkbox"/> or No <input type="checkbox"/> Please tick one box
Has the pupil ever been permanently excluded from a school? Please provide details	Yes <input type="checkbox"/> or No <input type="checkbox"/> Please tick one box
Are you an Armed Forces family being posted to Telford & Wrekin?	Yes <input type="checkbox"/> or No <input type="checkbox"/> Please tick one box

List schools in order of preference:	School DfE number (out of borough schools only)
1	
2	
3	

The LA will offer the highest preference it can so the order of your preferences is important.

When would you like your child to start at the new school?	
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Is there an older sibling attending one of the schools listed above?	Yes <input type="checkbox"/> number of siblings _____ No <input type="checkbox"/>
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If so, please provide details of the sibling in the boxes below:

Sibling forename/given name:	Sibling surname/family name
Date of birth	Gender (please tick): Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Home address of this sibling (if different to that of your pre-school child)	Postcode
School name:	

Applicant details (ie details of the adult responsible for applying for a school place for a child)

If your address is different from that of your child, this form should also be signed by the resident parent. The allocation letter will be sent to the child's address.

If you are a foster-parent, this form should be signed/countersigned by a person with parental responsibility, eg social worker.

Title Mr/Mrs/Miss/Ms etc	Forename/given name		Surname/family name			
Address	Telephone no (home)		Telephone no (mobile)			
	Telephone no (work)		Email address			
Do you have parental responsibility for this child? (Please tick) Yes No						
Applicant's relationship to child (Please tick)	Mother		Step-parent		Relative*	Social Worker
	Father		Family member (in same household)		Other*	Foster parent

* please specify exact relationship

REASONS FOR REQUESTING AN IN-YEAR TRANSFER

You do not have to give reasons for your preferences. However, if you wish to, you can use this space to provide any additional information you think the Admission Authority should know about in considering your application for a school place. You should be aware, however, that the over-subscription criteria set out in the Information for Parents booklet and available on the Telford & Wrekin website will be strictly adhered to.

If you are moving house, please give your new address and the date of your house move

DECLARATION (to be signed by person with parental responsibility)

Details that you give on this application form may affect the outcome of your application. Details of your child's home address are particularly important, and all information may be checked by the LA. Any place offered may be withdrawn by the LA if your application is found to be fraudulent or intentionally misleading.

- I understand that Telford and Wrekin Council (T&WC) collect personal information on me/my family to enable T&WC to provide support services which will benefit me as an individual and/or my family.
- I understand that my/my family's personal information will only be shared internally between Council services to enable these services to be provided to me/my family.
- I understand that T&WC may also share my/my family's personal information with government departments or other public bodies as required by relevant legislation. For further information please visit www.telford.gov.uk/terms
- I certify to the best of my knowledge the information give is correct. I understand that by signing this form I am giving permission for my name and address to be checked against Telford & Wrekin's council tax records.
- I understand that if the care of the child is split equally between both parents who live at different addresses, then both parents must sign this form.
- I understand that if parents cannot agree, then legal advice should be sought or an appropriate court order provided.
- I have parental responsibility for this child

Parent/guardian name (please print): _____

Parent/guardian signature: _____ Date: _____

Social worker countersignature (if child is "looked after"): _____ Date: _____

Social worker name and contact details: _____

Information may be disclosed to another education authority, school, college, health authority or other place of education for the purpose of ascertaining your child's eligibility for a school placement.

Please hand or post this form to:
School Admissions Team, Telford & Wrekin Council, 6B Darby House, Telford, TF3 4JA