APPLICATION FOR ADMISSION IN-YEAR

*If the child has a statement of special educational needs or an education health and care plan, this form should not be completed, as there are separate statutory procedures in place which must be followed by the local authority for naming a school in the child’s statement or plan.*

*The term “parent” is widely defined to include a natural or adoptive parent of the child, as well as a non-parent with care of or parental responsibility for the child. Where a private fostering arrangement is in place, advice should be sought from the school before completing this form.*

*Parents should complete this form in block capitals.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Child’s surname:** |  | | | |
| **Child’s forename(s):** |  | | | |
| **Child’s date of birth:** |  | | | |
| **Child’s gender:** | Male |  | Female |  |
| **Year group to which admission is sought:** |  | | | |
| **Date that you would like the child to be admitted:** |  | | | |
| **Name of current/most recent school:** |  | | | |
| **If applicable, date that the child last attended school:** |  | | | |
| **Child’s home address and post code:** |  | | | |
| **Full name of parent:** |  | | | |
| **Contact telephone number:** |  | | | |
| **Contact email address:** |  | | | |
| **Parent’s home address, where different to the child’s home address:** |  | | | |
| **If you are moving or have recently moved, please provide the date of the move and previous address:** |  | | | |
| **Does the child have a parent who is employed by Harlington School?** | **Yes** |  | **No** |  |
| **If you are not the child’s natural or adoptive parent, but have care of or parental responsibility for the child, please state your relationship to the child:** |  | | | |
| **Is the child in the care of a local authority?** | Y**es** |  | **No** |  |
| **If yes, name of local authority:** |  | | | |
| **Is the child currently in school in the United Kingdom?** | **Yes** |  | **No** |  |
| **Will the child have a sibling on the roll at Harlington School at the time of admission?** | **Yes** |  | **No** |  |
| **If yes, name of sibling:** |  | | | |
| **If yes, date of birth of sibling:** |  | | | |
| ***Notes***  *Child’s Home Address*  *The child’s home address will be the address that the child lives and sleeps at for 51% or more of the time from Mondays to Fridays during term time at the date of the application for admission, and will usually be the address at which Child Benefit is claimed or, if ineligible for Child Benefit, the address at which the child is registered with his or her GP and dentist.*  *Sibling*  *A “sibling” includes any child who lives with the applicant child as brother or sister at the child’s home address, including their natural brother or sister, adopted brother or sister, step-brother or sister, foster brother or sister, and the children of their parent’s partner where they are cohabitating and care bringing their respective children up as siblings as part of a core family unit.*  *For the avoidance of doubt, cousins and the children of extended family members are not “siblings” for the purpose of this category, even where they live in the same household as the applicant child.*  *Admission Outside Normal Age Group*  *If admission is sought into a year group which is outside the child’s normal age group (for example, the year above or below), a separate Application for Admission Outside Normal Age Group must be submitted in addition to this form.*  *Documentary Evidence*  *The Governing Body reserves the right to request documentary evidence in relation to any aspect of the application.*  *Fair Access Protocol*  *The local authority operates a Fair Access Protocol to ensure that, outside the normal admission round, children who are without a school place are secured a school place as quickly as possible. On receipt of this application, Harlington School will liaise with the local authority to obtain details of the child’s background and behaviour, including details of any previous exclusions to establish whether an offer of a place can be made, or whether the child should be referred to the local authority under the Fair Access Protocol. Full details of the relevant Fair Access Protocol can be found on the child’s home local authority’s website.* | | | | |

Please return this form to:

Admissions, Harlington School,

Pinkwell Lane,

HAYES, UB3 1PB

Telephone: 0208-569-1610

Email: [admissions@harlingtonschool.org](mailto:admissions@harlingtonschool.org)

|  |  |
| --- | --- |
| ***To be completed by Harlington School:*** | |
| ***Date application received:*** |  |
| ***Offered a place:*** |  |
| ***Placed on waiting list:*** |  |
| ***Referred to local authority under Fair Access Protocol:*** |  |