



### IN-YEAR APPLICATION FORM

**PLEASE NOTE:** There is a different procedure for children with an Education, Health and Care Plan (EHCP). If your child has an EHCP, please do **not** complete this form but contact the Special Educational Needs Team of the Local Authority to apply for a place.

#### CHILD DETAILS:

|                    |            |             |         |
|--------------------|------------|-------------|---------|
| Full Name of Child | Surname:   | Forename(s) |         |
| Date of birth:     | __/__/____ | Year Group: | Gender: |

Home address (*this must be the address where your child is normally resident. Evidence of address may be required*). If you're moving to a new house, you must provide independent confirmation of the new address e.g. a solicitor's letter confirming exchange of contracts and a completion date or a copy of a rental agreement.

Postcode:

|                                                |            |
|------------------------------------------------|------------|
| When would you like this child to be admitted? | __/__/____ |
|------------------------------------------------|------------|

|                                                                                                                                                                                                                                                                                |                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Is this child in the Care of a Local Authority or was this Child in Care until being adopted, made the subject of a child arrangements order or made the subject of a special guardianship order? See <b>Definition</b> below.<br><br>Yes / No ( <i>delete as applicable</i> ) | If Yes, please give details, including who the school can contact for confirmation e.g. name of Local Authority, name of Social Worker. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Was this child in state care outside of England and then ceased to be in state care as a result of being adopted? See <b>Definition</b> below.<br><br>Yes / No ( <i>delete as applicable</i> ) | If Yes, has a Local Authority and/or a Virtual School Head had any involvement with this child?<br><br>Yes / No ( <i>delete as applicable</i> )<br><br>If Yes, please give details, including who the school can contact for confirmation e.g., name of Local Authority, name of Virtual School Head. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                          |                                                                                                                                    |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Is the child a Catholic?<br><br>Yes / No ( <i>delete as applicable</i> ) | If Yes, you must provide a copy of a certificate of baptism or of reception into the Church. See <b>Supporting Evidence</b> below. |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|

|                                                                        |                                                                                                      |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Is the child a Catechumen?<br>Yes / No ( <i>delete as applicable</i> ) | If Yes, you must provide a copy of a certificate of reception. See <b>Supporting Evidence</b> below. |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Does the child have a parent who has been employed at the school for two or more consecutive years at the time of application, or who was recruited to fill a vacant post for which there is a demonstrable skills shortage?<br>Yes / No ( <i>delete as applicable</i> ) | If Yes, please state the full name of the member of staff.<br><br><b>Please note:</b> <i>this does not include staff who work on the school site for other employers.</i>                                                                              |
| Is the child of an Eastern Christian Church, another Christian denomination or of another faith?<br>Yes / No ( <i>delete as applicable</i> )                                                                                                                             | If Yes, you must provide a letter or document confirming membership of that Eastern Christian Church, Christian denomination or other faith, and signed by the appropriate minister of religion or faith leader. See <b>Supporting Evidence</b> below. |
| Does this child have a brother or sister attending the school?<br>Yes / No ( <i>delete as applicable</i> )                                                                                                                                                               | If Yes, please give the full name and date of birth.                                                                                                                                                                                                   |
| Has the child been permanently excluded from two or more schools in the last two years?<br>Yes/ No ( <i>delete as applicable</i> )                                                                                                                                       | If Yes, please give dates.                                                                                                                                                                                                                             |
| If you wish, you may give reasons for wishing your child to be admitted to the school:                                                                                                                                                                                   |                                                                                                                                                                                                                                                        |

|                                                              |  |                            |  |
|--------------------------------------------------------------|--|----------------------------|--|
| <b>APPLICANT DETAILS:</b>                                    |  |                            |  |
| Your name:                                                   |  | Relationship to the child: |  |
| Your address ( <i>if different to the child's address</i> ): |  |                            |  |
|                                                              |  | Postcode:                  |  |
| Daytime telephone number:                                    |  | Email address:             |  |

Do you have parental responsibility for the child? Yes / No (*delete as applicable*)  
If No, please explain why you are applying, rather than a person with parental responsibility.

### Supporting Evidence

1. **‘Catholic’** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. For someone to be treated as Catholic, written evidence of Catholic baptism or reception into the Church must be provided with your application. This will normally be a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. A looked after child living with a family where at least one of the parents is confirmed as being Catholic, will be considered as Catholic.
2. **‘Catechumen’** means a member of the catechumenate of a Catholic Church. For someone to be treated as a Catechumen, written evidence must be provided with your application. This will normally be a certificate of reception into the order of catechumens.
3. **‘Eastern Christian Church, Other Christian Denominations and Other Faiths’.**

A child of an **Eastern Christian Church** includes Orthodox Churches. Child of **another Christian denomination** means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

A child of **another faith** means children who are members of a religious community that does not fall within the definition of ‘another Christian denomination’ above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

For someone to be treated as a member of an Eastern Christian Church, another Christian denomination or another faith a letter or document confirming membership of that Eastern Christian Church, Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required.

**For 1, 2 and 3 above,** supporting evidence should be provided at the same time as this form is returned to the school.

**Definition**

A ‘looked after child’ has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g., children with foster parents) at the time of making application to the school.

A ‘previously looked after child’ is a child who was looked after but ceased to be so because he or she was adopted or became subject to child arrangements order or special guardianship order including those who appear to the governing body to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Where appropriate, the school may request parents/carers to provide evidence to confirm that a child meets this definition.

**Admissions Policy**

Applicants are advised to read the school’s admissions policy, that includes the oversubscription criteria that would be used if there are more applications than places available. The policy is available on the school website and from the school office.

**Local Authority**

This application and/or details of it may be shared with the Local Authority, as the school is legally required to notify the Local Authority of all applications it receives. Applications for Looked After and Previously Looked After Children may also be shared with any relevant Local Authority and/or Virtual Schools Head, to help determine Looked After or Previously Looked After status.

**Declaration**

I confirm that the details in this application are accurate.

**Signature.....Date.....**

Please return this form, and any supporting evidence if applicable, to the school using the above postal or email address.