

# In-Year Admission Application Form

Please note only people with parental responsibility, or professionals working with the family such as social workers, should be making this application. We cannot speak to family members (such as step parents or grandparents) unless they have parental responsibility as assigned through the courts.

**I confirm that I do have parental responsibility for the child I am applying for and certify that the information contained within this application is true and correct.**

**I understand that giving false information will mean the withdrawal of the offer of a school place and possible prosecution under the Perjury Act.**

**Parent / Carer Name - Mr/Mrs /Miss/Ms/Other (Please specify)** .....

**Relationship to child** .....

**SIGNATURE** ..... **Date** / /

**Home Phone Number** ..... **Mobile** .....

**Email address**

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**Does anyone else have joint parental responsibility for this child, such as a grandparent or another parent living at a different address?**      **Yes**    **No**

If yes, please provide details below, as well as relationship to child. Please note all parties should be in agreement to the application for this child.

**Name** .....

**Relationship to child** .....

**Contact number** .....

**Address** .....

If you would like us to liaise with a family worker or an interpreter, please provide their details.

**Name** .....

**Role/Position/Relationship** .....

**Contact number** .....

**Childs Details**

Surname

First names

Male/Female

Date of Birth

Nationality

Current year group

Current or last school name & phone number

Tel:

**Permanent Home Address**  
Please supply two proofs of address. See Note 2

**New Home Address and Date of Move:**  
If you are moving, please provide proof of your new address. See Note 2

Is your Child currently in school?

Yes No

If NO please give date last attended school

Date school place is required

Reason for application to Gloucester Academy

Does your child have a sibling who is currently attending Gloucester Academy? (This means a full, step, half or adopted brother or sister, living in the same household) If yes please provide details:

Brother or sister - Name	Date of Birth	Year group	Date started

Does your child have a statement of Special Educational Needs (See note 4) NB - this does not include School Action or School Action Plus	Yes	No
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Is your child in the care of a Local Authority? If yes please provide details	Yes	No
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Does your child have a social worker? If yes please provide details	Yes	No
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If your child's first language is not English please indicate their current level of ability

- Non-English speaker
- Some knowledge of English but will require support to fully engage in lessons
- Fully competent to work independently in English Language

## Additional information that may support your application

<b>Are you a member of the Armed forces or Crown Servants such as GCHQ Personnel?</b> (MOD, FCO, GCHQ and other crown servants should submit this form as soon as a relocation or posting has been confirmed). Please attach relevant proof of Posting such as Posting Order or letter from your Commanding Officer, along with contact details if you wish us to liaise with your Welfare Officer.	<b>Yes</b>	<b>No</b>
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### Has your child been excluded during their school career?

<b>Permanently excluded</b>	<b>Yes</b>	<b>No</b>
<b>Excluded for fixed term</b>	<b>Yes</b>	<b>No</b>
If yes provide details of the exclusion		

**If you are applying for a place in year 10 or 11 please indicate below what course options your child is studying** (please indicate exam boards if known and the type of qualification eg GCSE, BTEC)

**If we are unable to offer your child a place we will pass on your details to Gloucestershire County Council (GCC) who will help you find another school.**

**If your child intends remaining at his / her current school should this application be unsuccessful, please tick here.**

**We (and other schools, if your application is unsuccessful with us) may need to clarify if your child requires additional support to ensure that their needs can be met, so we reserve the right to contact previous schools.**

### The following documentary evidence is required for every In-Year Admission application:

	DOCUMENTARY EVIDENCE	For Office Use
Child	1 x Birth certificate ( <i>naming the parents / documentary evidence of legal guardianship</i> ) 1 x Passport	
Parent / Legal Guardian	1 x Proof of identity for <b>each</b> parent / legal guardian ( <i>passport / driving licence</i> )	
Parent / Legal Guardian	2 x Proofs of address – See Note 2 overleaf. ( <i>any two bills naming the parent / legal guardian – not a mobile phone contract</i> )	

## Notes and Information on the In-Year Application Process

1. Please check that details such as name, date of birth and address are entered accurately. Any error could lead to a delay in processing the application.
2. **Proof of address is required for every application. If you are moving house, we will require proof of your current and confirmed new address.** Please provide your child's permanent home address, NOT the address of a business, a relative, a friend, a child-minder, a temporary address or an address to which you hope to move. Please read GCC's official guidance booklet on Schools Admission Criteria and the Education Transport Leaflet before completing this form. Both documents are available on [www.gloucestershire.gov.uk](http://www.gloucestershire.gov.uk).
3. You will be required to provide proof of identity for yourself and proof of date of birth for your child to ensure your child is placed in the appropriate year group.
4. If your child has a Statement of Special Educational Needs or an Educational Health Care Plan, please contact the GCC SEN Team on telephone number 01452 427815.
5. If a school holds a waiting list, positions can go up as well as down on waiting lists based on the oversubscription criteria of the school and the circumstances of children. School vacancies change on a daily basis.
6. You are advised not to remove your child from their current school until you have a confirmed place at another school.
7. If your preferred school is located in a local authority outside Gloucestershire, you must apply directly to the Admissions Authority of your preferred school / academy.
8. Transport will only be provided to children who are attending their nearest school, in line with GCC's policy. If your nearest school is full, GCC will require a copy of their letter to you advising they are unable to admit your child, and a copy of this letter must be submitted with your transport requests. If you move to a school further away from your current address you may lose any entitlement. <http://www.gloucestershire.gov.uk/education-and-learning/school-transport-and-free-school-meals/>
9. Both a child's natural parents have parental responsibility if they are, or ever have been, married to each other. If parents have never married, the mother has parental responsibility automatically. Unmarried fathers acquire parental responsibility for their children in different ways, depending on when their children are born. Parental responsibility for children born before 1st December 2003 is obtained by:
  - Marriage to the natural mother of their child or by obtaining a parental responsibility order from the court.
  - Registering a parental responsibility agreement with the court or by an application to court.Parental responsibility for children born after 1st December 2003 is obtained by:
  - Registering the child's birth jointly with the mother at the time of birth
  - Re-registration of the birth by the natural father
  - Marriage to the natural mother of their child or by obtaining a parental responsibility order from the court
  - Registering with the court for parental responsibility.

Further information may be found at [www.gloucestershire.gov.uk/admissions](http://www.gloucestershire.gov.uk/admissions). If you have any general queries, not answered in the published literature, please contact the GCC In-Year Admissions Team for further advice and guidance: [inyear.admission@gloucestershire.gov.uk](mailto:inyear.admission@gloucestershire.gov.uk) / Tel: 01452 426 015.

For queries specific to this application and **Gloucester Academy**, please visit our website [www.gloucesteracademy.com](http://www.gloucesteracademy.com), or contact Admissions at Gloucester Academy, Painswick Road, Gloucester, GL4 6RN. Tel 01452 428800 / Email: [admissions@gloucesteracademy.com](mailto:admissions@gloucesteracademy.com).