



REDCAR AND CLEVELAND MID-YEAR ADMISSION APPLICATION FORM

- Parent / carer must fill in section A. Section B to be completed by the child's previous school in the UK.
- Please complete a separate form for each child.
- The application should be made no more than four school weeks before the place is required.

Please return your completed application form to:

School Admissions Team, c/o Redcar and Cleveland House, Kirkleatham Street, Redcar, TS10 1RT.

Tel: 01642 837740 / 837730 or Email: schools_admissions@redcar-cleveland.gov.uk

**Date received:
Admissions use only**

Section A – (To be filled in by Parent. Carer)

1. Reason for your application

Reason for your application
(please tick as appropriate)

A	Moving to Redcar and Cleveland from another area of the United Kingdom	
B	Moving to Redcar and Cleveland from abroad	
C	Moving to another area of Redcar and Cleveland	
D	Wanting to transfer schools but not moving	

2. Your child's details

Child's Forename		Child's Middle Names	
Child's Legal Surname		Chosen Surname	

Child's current address and postcode

Postcode:

Child's Date of Birth		Year Group		Gender (Please tick as appropriate)	Male	Female
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Name and address of current or previous school:

Is your child still attending this school?	Yes		No	
Has your child ever been permanently excluded from a school?	Yes		No	
Does your child have an Education Health and Care Plan?	Yes		No	
Is the child subject to a private fostering arrangement?	Yes		No	
Is your child 'looked after' by a Local Authority (i.e. in Care?)	Yes		No	

If yes, which authority _____

Does your child have a Social Worker? If so, please provide contact details below:

Was your child previously "Looked After" by a Local Authority but ceased to be so because they were adopted or became subject to a Child Arrangement Order* or Special Guardianship Order*?	Yes		No	
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If yes, which authority _____

* We may be in contact to confirm this information

3. Moving House

If you are moving into the area from another local authority area please make an application through your home local authority in the first instance.

New address details:

We check addresses and you must expect that we will withdraw our offer of a school place if you give a false address

Postcode:

Date of Move:

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4. School Preferences

Please indicate up to THREE schools which you wish to apply for in the order that you prefer them.

Please note that if one of your school preferences is Rye Hills Academy, Redcar, you will need to contact the Academy directly for admission.

Priority	School	Additional Information / Reasons for Transfer (Please give as much information as possible in support of your application. Please include any details of support your child receives due to special education needs.)
1		
2		
3		

5. Sibling Information (Brother, Sister, Step Brother, Step Sister, Adopted Siblings and Foster Brothers and Sisters)

Does your child have a sibling(s) living at the same address?

Yes

No

Name of Sibling	Date of birth	Name of school currently attending

6. If you have moved into the United Kingdom

When did your child arrive in the UK?	
Does your child speak English?	
Which Country was your child born in?	
First Language of your child	

7. Applicant(s) Details

Only 1 parent / carer is required to complete their details below.

Parent / Carer	
Title: Mr / Mrs / Miss / Other	
First Name(s):	
Surname:	
Address (if different to that of the child)	
Daytime Tel No:	
Mobile No:	
Home Tel No:	
Email Address:	
Relationship to child:	
Do you have parental responsibility for the child? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If NO please complete the section below.	

Where the application is not being made by a parent(s) / person(s) who has parental responsibility for the child; please provide details of any other parent(s) / person(s) who have parental responsibility.

Title: Mr / Mrs / Miss / Other	
First Name(s):	Surname:
Address (if different to that of the child)	
Mobile No:	Relationship to child:
Email Address:	
Have they been informed/consulted about this application?	

Correspondence may be shared with any other parent(s) / person(s) who have parental responsibility for the child unless the applicant states a reason for withholding information e.g. threat of domestic violence. Please state reason and provide any supporting documentation e.g. Court Order.

8. Declaration and Signature of Parent / Carer

Declaration:

- I certify that, to the best of my knowledge, the details I have provided are correct. I understand that a place offered on the basis of inaccurate information may be withdrawn
- I certify that I have full parental responsibility for this child.

Please note that your transfer request will not be submitted to your requested school until this application form has been received by the School Admissions Team. Please be aware that an application can take up to 15 school days to process.

Signature of Parent / Guardian

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Date

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The information provided on this form will be used for processing your application for admission to primary school in accordance with the Data Protection Act 1998. Information will be shared with other local authorities under co-ordinated admission arrangements, where appropriate.

Section B – (Please ask the Head Teacher or Head of Year of your child’s present or previous school to complete the details below and sign the form.)

Name of child		
Name of school		
Date request form was received		
Dates of attendance at this school	From:	To:
UPN Number		
Has the reasons for the request been discussed with the parent/carer?	Yes	No
Do you agree to the request to transfer to another school?	Yes	No

Attendance

Attendance: please enter %	<input type="text"/>
Please state reasons for any issues with attendance.	
Period covered:	<input type="text"/> Was an attendance officer involved? Yes <input type="checkbox"/> No <input type="checkbox"/>

Special Needs

SEN Support (K)	<input type="text"/>	Education, Health and Care Plan (E)	<input type="text"/>
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PRIMARY APPLICATIONS ONLY - Attainment (National Curriculum levels) (KS1 and KS2)

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PRIMARY APPLICATIONS ONLY - Has the child passed their Phonics Checklist Assessment in Y1 or Y2?

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SECONDARY APPLICATIONS ONLY – Attainment (National Curriculum levels) (KS3)

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Attainment (National Curriculum levels) KS4

Has this child been studying for GCSEs or other KS4 examinations? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Subject	Examination Board	Course Code	Date course began	Where was the course studied

Without this evidence it will be difficult for a mainstream school to offer a place late in Year 10 or in Year 11.

Exclusions (Exclusion History/Behaviour Log) – Please attach additional details if necessary

Exclusion Type	Start Date	End Date	Duration	Reason

Please tick any of the following statements that apply to this application - Please attach reports or provide details on an extra sheet.

Educational Psychologist Service	<input type="checkbox"/>	Youth Offending Service	<input type="checkbox"/>
Pupil Referral Unit	<input type="checkbox"/>	Youth Service	<input type="checkbox"/>
Alternative Provision (Off-Site)	<input type="checkbox"/>	Social Worker	<input type="checkbox"/>
TAS Involvement	<input type="checkbox"/>	Child and Adolescent Mental Health Service	<input type="checkbox"/>
Local Authority Attendance Officer	<input type="checkbox"/>	Other (Please State)	<input type="text"/>

<input type="checkbox"/> Child has been out of education for longer than one school term (based on a 3 term year)	<input type="checkbox"/> Application is for admission to Year 11 of a mainstream school
<input type="checkbox"/> Child who has English as an additional language	<input type="checkbox"/> Child who is a carer
<input type="checkbox"/> Traveller child	<input type="checkbox"/> Child from whom a managed move from one school to another is considered appropriate
<input type="checkbox"/> Child of refugees or asylum seekers	<input type="checkbox"/> Child has been involved with CAMHS
<input type="checkbox"/> Looked After Child	<input type="checkbox"/> Pupil Premium
<input type="checkbox"/> Service Family	<input type="checkbox"/> Currently in Resource Base

Other information which may be relevant to this application - (behavioural issues, if applicable, previous schools attended in the last two years)

Name

Position held

Signed

Date

School Stamp

