



Ark John Keats
Academy

CHILD'S FULL NAME: _____

DATE OF BIRTH: _____

Ark Schools In-year Admission Application Form

Academy: Ark John Keats Academy

This form is for completion by parents/carers of a child wishing to transfer school during the school year.

Key points to note before completing this form:

1. You should **not** complete this form or make application direct to the academy if the child in question has a **Statement of Special Educational Needs or Education Health and Care plan**. There is a separate process for these children and you should contact your Local Authority.
2. ARK Schools has a network of academies. This is a general application form covering primary, secondary and 'all through' academies. Please ensure that you complete the appropriate sections of the form.
3. The academy will advise the local authority that you have made an application. It will let you and them know what decision is reached.
4. If your application for in year admission is refused, you will be told in writing. In these circumstances you have a statutory right of appeal against the decision, and the letter will tell you how to go about exercising this right.
5. If the academy is full for the year group in question, you will be placed on a waiting list, and your child's priority for admission will be determined according to what is known as the oversubscription criteria. The oversubscription criteria is set out in the admission policy for the academy and it is recommended that you obtain a copy or download this from the academy website.
6. Every effort will be made to consider your application and reach a determination of it without undue delay.
7. Before completing this form you should consult the attached guidance note.
8. Submit the following:
 - a. Proof of date of birth (passport or birth certificate)
 - b. 2 x Proof of address (utility bill, council tax bill, rent agreement etc. **No** bank statements will be accepted)

Office use only:

Date received: _____ Entry Year: _____ Distance: _____

Date added to waiting list: _____ Added by (Initials) _____

Please complete in capital letters and use black ink.

SECTION A - CHILD'S DETAILS			
Your Child's first name:		Surname:	
Date of birth:		Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male
Address of child's main residence ¹ :			
Postcode:			
Year group child will be entering:			
SECTION B – YOUR DETAILS			
Main Carer details (Mother/Father/Legal Guardian):			
Your full name:			
Does the child live with you? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, provide your address below)			
Address:			
	Postcode:		
Telephone number	Day:	Evening:	
Email address:			
Your relationship to the child: (e.g. parent/legal guardian)			
Other carer details:			
Your full name:			
Does the child live with you? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, provide your address below)			
Address:			
	Postcode:		
Telephone number	Day:	Evening:	
Email address:			
Your relationship to the child: (e.g. parent/legal guardian)			

¹ This **MUST** be the address at which the child normally lives. If this is different from the parent/carers address, please give reasons this. If parents share custody this must be stated and both addresses shown.

SECTION C - REASON FOR MAKING THIS APPLICATION

Does this child have a sibling that attends Ark John Keats Academy?

Yes

No

If yes, please provide details of the sibling:

Full Name:

Tutor Group:

Please give the reasons for making this application including any relevant background information. Continue on a separate sheet if necessary.

Please also include details in the box below of any siblings (brothers or sisters) who continue to attend the academy when your child is due to be admitted.

Special circumstances/factors

If there are special circumstances or factors which you feel should be taken into account when considering this application, please set them out below:

There is **no** commitment from Ark Schools that these factors will have any bearing on your application, but you are given the opportunity to state them if you wish.

SECTION D - EDUCATION HISTORY

Name and address of current (or most recent) school the child attends:	Name: Address:
Date child started at this school:	
What is your child's current attendance percentage at his/her school?	
Date child left (if applicable):	
What previous schools did the child attend prior to the school above? Please provide names, addresses and dates. Continue on a separate sheet if necessary.	
Does your child have a disability? If yes, please give details.	YES/NO* *delete as appropriate Details:
Does your child have a statement of special educational needs or an Education Health and Care plan?	YES/NO* *delete as appropriate If yes, you should NOT complete this form, and should contact your Local Authority.
Is your child a looked after child or previously looked after child ² ?	YES/NO* *delete as appropriate If yes, please state the Local Authority (Borough) and attach a copy of any court orders relating to this child:
Has your child been permanently excluded from a previous school?	YES/NO* *delete as appropriate If yes, see question below.
If yes to the above question, please provide details of the school, date of permanent exclusion, and the reason for exclusion:	
Has your child ever had a fixed term exclusion?	YES/NO* *delete as appropriate If yes, see question below
If yes to the above question, please provide details of the school, date of the fixed term exclusion, and the reason for exclusion:	

² Definition in accordance with the Schools Admissions Code (2012), paragraph 1.7.

SECTION E - DECLARATION AND SIGNATURE OF PARENT /CARER

1. I wish to apply for a place at the academy named in this form.
2. I certify that I am the person with parental responsibility for the child named in Section A and that the information given is true to the best of my knowledge and belief.
3. I understand that any false or deliberately misleading information given in this form and/or supporting information may render this application invalid, or lead to any offer of a place being withdrawn. I understand that Electoral Roll and Council Tax records may be consulted in this connection.
4. I understand that I will be required to provide proof of address and my child's date of birth upon receipt of an offer of a place at the academy. Failure to provide acceptable evidence will lead to the offer being withdrawn.

Signature: _____

Date: _____

Using your personal information

ARK Schools and Ark John Keats Academy will handle the information you have provided in line with the Data Protection Act (DPA) and it will only be used for school admission purposes. In order to verify some of the information you have provided a request for information may be made to other bodies such as the Local Authority e.g. Council tax records. Under the DPA you have the right to make a formal written request for access to personal data held about you or your child.

Returning your completed form

Once complete this form and any supplementary information/documents should be returned to:

This form is to be submitted to:

Ms Victoria Edwards (Primary) or Ms Lauren Neville (Secondary)

Ark John Keats Academy

Bell Lane

Enfield

EN3 5PA

Or via email

Primary – v.edwards@arkjohnkeatsacademy.org

Secondary – l.neville@arkjohnkeatsacademy.org