

## Ark In-Year Admission Application Form

<b>Child's Full Name:</b>	
<b>Date of Birth:</b>	

This form is for completion by parents/carers of a child wishing to apply for a place at the school either;

- Outside of the normal admissions round;
- For a year group other than the publicised point(s) of entry (e.g. Reception / Year 7).

**PLEASE NOTE:** You should not complete this form or make an application direct to the school if the child in question has an **Education Health and Care plan (EHCP) or Statement of Special Educational Needs with a named school as the Education Provider**. There is a separate process for changing the school named on an EHCP or Statement of Educational Needs, please contact your Local Authority for further details.

### Key points to note before completing this form:

1. Please refer to the Admissions Policy for the relevant academic year for further details on the in-year application process, oversubscription criteria, waiting lists and the in-year appeals process. The policy is available on the school's website.
2. The school will advise the admissions team at the Local Authority (LA) of any new in-year application received.
3. When the school has made a decision about your application, both you and the LA will be informed of that decision, and the reasons for it, in writing.
4. If your application for a place at the school is refused, you have a right to appeal the decision and the letter will inform you of the process and deadlines for this.
5. Unsuccessful applicants are automatically added to a waiting list for the relevant year group, ranked according to the published oversubscription criteria only (not date of application). This may result in a later application being ranked higher on the waiting list if it meets a higher priority criterion for oversubscription. If you do not wish to be added to the waiting list please contact the school.
6. Every effort will be made to consider your application and reach a decision without undue delay, please contact the school for timescales.
7. If you have any questions about the in-year application process or completing this form, please contact the school's Admissions Officer at [info@arkjohnkeatsacademy.org](mailto:info@arkjohnkeatsacademy.org).
8. You must submit the following proofs with all applications:
  - a. Proof of date of birth (passport or birth certificate)
  - b. Two proof of address (utility bill, driving licence, council tax bill, rent agreement etc. *Bank statements will NOT be accepted*). These proofs are required to ensure your child is added to correct place on the waiting list.

School Office use only:					
Date received:		Entry Year:		Distance (Miles):	
Application meets priority oversubscription criteria?		YES/NO If Yes, which criteria?			
Date added to waiting list:		Added by (initials):			

Please complete in capital letters and use black ink.

<b>SECTION A - CHILD'S DETAILS</b>			
<b>Your Child's first name:</b>		<b>Surname:</b>	
<b>Date of birth:</b>		<b>Gender:</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male
<b>Address of child's main residence<sup>1</sup>:</b>			
<b>Postcode:</b>			
<b>Year group child will be entering:</b>			
<b>SECTION B - YOUR DETAILS</b>			
<b>Main Carer details (Mother/Father/Legal Guardian)</b>			
<b>Your full name:</b>			
<b>Does the child live with you?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No (If no, provide your address below)	
<b>Address:</b>			<b>Postcode:</b>
<b>Telephone number</b>	<b>Day:</b>	<b>Evening:</b>	
<b>Email address:</b>			
<b>Do you have parental rights for the above named child?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Other Carer details (Mother/Father/Legal Guardian)</b>			
<b>Your full name:</b>			
<b>Does the child live with you?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No (If no, provide your address below)	
<b>Address:</b>			<b>Postcode:</b>
<b>Telephone number</b>	<b>Day:</b>	<b>Evening:</b>	
<b>Email address:</b>			
<b>Do you have parental rights for the above named child?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

<sup>1</sup> 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<sup>2</sup> who attends Ark John Keats Academy?**

No                       Yes (If yes, provide your address below)

**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.

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<sup>2</sup> For the purpose of this application, 'sibling' refers to whole, half or step-sibling or an adopted child resident at the same address

**SECTION D - EDUCATION HISTORY**

<b>Name and address of current (or most recent) school the child attends <sup>3</sup>:</b>	<b>Name:</b> <b>Address:</b>
<b>Date child started at this school:</b>	
<b>Date child left (if applicable):</b>	
<b>What previous schools did the child attend prior to the school above?</b>  <b>Please provide names, addresses and dates. Continue on a separate sheet if necessary.</b>	
<b>Is your child a looked after child or previously looked after child<sup>4 5</sup>?</b>	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:

<sup>3</sup> This information is not used to determine your child's position on the waiting list but is required to notify the LA of all applications received.

<sup>4</sup> A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

<sup>5</sup> A 'previously looked after child' is a child who has been previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.

## SECTION E - DECLARATION AND SIGNATURE OF PARENT /CARER

1. I wish to apply for a place for my child at the school named on 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 connection with this.
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 school. Failure to provide acceptable evidence will lead to the offer being withdrawn.

**Parent/Carer**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### USING YOUR PERSONAL INFORMATION

Ark Schools, as the admissions authority, and Ark Ark John Keats Academy will handle the information you have provided in line with the Data Protection Act 2018 (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 provided should be returned to:

**This form and all proofs are to be submitted to:**

**Admissions**

**Ark John Keats Academy**

**Bell Lane**

**Enfield**

**EN3 5PA**

**Tel: 020 8443 3113**

**Or via email to [info@arkjohnkeatsacademy.org](mailto:info@arkjohnkeatsacademy.org)**