

WATLING ACADEMY IN-YEAR ADMISSIONS APPLICATION FORM

This form should be completed if you are seeking admission to Watling Academy after the normal point of admission. If you are applying for more than one child, a separate form **must** be completed for each child.

Please complete the details in block capitals using black pen. Please read the accompanying guidelines before completing this form and ensure ALL requested documentation is enclosed.

Please return via email to admissions@watling.academy or by post to Admissions Officer, Watling Academy, Barrosa Way, Whitehouse, Milton Keynes, MK8 1EP

SECTION A: CHILD'S DETAILS			
Child's Legal Surname:		Child's Legal Forename(s):	
Male/Female:	Date of Birth:	Year Group Applying For:	Date Admission Required:
Child's normal home address (This is the address at which the child normally lives):			
Postcode:			
Is there a sibling currently in attendance at Watling Academy?		Yes ☐	No ☐
If 'Yes', please provide sibling's name, date of birth and year group:			
Name and address of child's current school:			
If now left this school, please give last date of attendance: / /			
Name of Parent/Carer(s) living at home address (this must be person(s) with parental responsibility for the child)			
Title(s): Mr/Mrs/Ms/Miss/Dr			
Relationship to child:		Email address:	
Home telephone number:		Mobile telephone number:	
If another adult has parental responsibility but does not live at the same address as the child, please include details here.			
Name:			
Address:			
Telephone number:			

Is your child looked after, or has been previously looked after, by a local authority? Yes ☐ No ☐
If 'Yes', please provide details;

Name of the local authority:

Contact name:

Telephone number:

Does your child have an Education Health & Care Plan (EHCP)? Yes ☐ No ☐

Is your child currently undergoing assessment for an EHCP? Yes ☐ No ☐

If Yes, please state which Local Authority is involved:.....

Additional Information

YES

NO

Has your child been permanently excluded from two schools within the last two years?

Have you withdrawn your child from school?

Is your child subject to a court order? (if yes provide details)

Separate to this application are you applying for a place at any other school(s) in the Milton Keynes area?

If your answer is "Yes" please provide details:.....

Does your child speak English?

Are you or your partner a serving member of the Armed forces or Crown Servant?

If yes, please provide an official letter that declares a relocation date allocated postal address or quartering area address.

In all cases you will need to provide proof of address and proof of the child's date of birth in the form of:

1. Council Tax Bill
2. Recent utility Bill
3. Formal letter confirming tenancy agreement/exchange of contracts
4. Short form of birth certificate/passport
5. If you are moving from overseas, you will also need to provide a copy of the child's passport and visa where applicable.

Please provide any further supporting information explaining your reasons for applying (you may continue on a separate sheet if you wish)

Watling Academy reserves the right to make its own enquiries to verify any information supplied by you. If, subsequently, we find that a place has been offered in reliance on information that was materially incorrect or misleading (e.g. the parental address) and the place would not have been offered if the information had been correct, the school may withdraw the offer, even if the child has already started at the school. If that happens, you have a right of appeal to an Independent Appeal Panel.

(Continued....)

School Section (To be completed by Headteacher/Principal of current school)

If you are applying for a school place, the Headteacher/Principal of the child's current school **MUST** complete this section **BEFORE** the application can be processed. The form needs to be stamped with the school stamp.

Child's Name:

Has the parent discussed the transfer request with you and are there any reasons why you feel the change of school would be detrimental to the child in any way?

Does the child have any special needs?

Is the child included on the Special Needs Register? Yes/No

Statement or Educational and Healthcare Plan (EHCP) Yes/No

School Concern (code K) Yes/No

Under Assessment Yes/No

Does the child have any exclusions? Yes/No

Are there any attendance related issues?

Please give % attendance and number of unauthorised absences for the last 4 half term periods.

Other information which may be relevant to the application

(Behavioural issues, if applicable, previous schools attended in the last two years, if known including Alt Ed)

Name.....

Position.....

Signed.....

Date.....

School Stamp

Declaration:

- I certify that I have parental responsibility for the child named.
- I confirm that the information I have provided, is to the best of my knowledge correct and up to date. I understand that if I give false or misleading information on this form and/or supporting papers, or withhold any relevant information, this may lead to the withdrawal of an offer of a place at the school for my child.
- I hereby authorise Watling Academy to contact my child's previous school if required.

Signed.....

Date.....

Name (please print)

Documentation Checklist: Before returning this form, please ensure that you have:

- ☐ Completed all relevant sections of the form, including the reason for your application
- ☐ Included School Section
- ☐ Enclosed all relevant supporting documentation i.e. Child Benefit/Council Tax Bill/Tenancy Agreement/Exchange of Contracts
- ☐ UK Citizen: Short form of Birth Certificate
- ☐ Non UK Citizen: Birth Certificate and Passport details including Visa where applicable.

PLEASE NOTE: The application cannot be processed without receipt of these documents.**Once completed, please return the form, together with supporting documentation, to:**

Admissions

Watling Academy

Barrosa Way

Whitehouse

Milton Keynes

MK8 1EP

Or via email to: admissions@watling.academy

The personal information in this form is collected in order to enable our admissions process and the maintenance of a waiting list. It is processed in order to fulfil our legitimate interest, public interest and our legal obligations under the General Data Protection Regulations. You can find our privacy notices on the school's website in the policies section. If you are successful in obtaining a place, we will keep this information as per our records and retention policy. If you join our waiting list, we will keep the information until the next the annual review of the list. If you do not wish to pursue a place on the waiting list or participate in the appeals process we will destroy all information apart from that needed to maintain our record of applications which consists of: name of person making the application, name of student and their current school and year.

FOR OFFICE USE ONLY**Date Form Received:****All relevant sections completed:**

Yes

☐

No

☐**All relevant documentation enclosed:**

Yes

☐

No

☐