

# School managed application for in year admission to school during 2016/17 – (IYA-SMA)



This form must only be completed if you are applying for admission to a school which manages its own in year applications. Please see [surreycc.gov.uk/admissions](http://surreycc.gov.uk/admissions) for a list of schools which manage their own in year applications or alternatively check how to apply for a place at each Surrey school in Surrey's school directory at [surreycc.gov.uk/schools](http://surreycc.gov.uk/schools).

To apply for a school for which Surrey manages in year applications (all community and voluntary controlled schools and some academies and foundation, trust and voluntary aided schools) you should complete form IYA-SCCMA.

If you wish to apply for a school which is outside Surrey you should contact either the school or the local authority where the school is situated to find out how to apply.

Please read the accompanying guidance notes and the information on in year transfers which is available on Surrey's website at [surreycc.gov.uk/admissions](http://surreycc.gov.uk/admissions) before completing the form.

## 1. Child's details

<b>a) Child's surname</b>			
<b>b) Child's first name</b>			
<b>c) Child's middle name(s)</b>			
<b>d) Child's date of birth</b> ...../...../.....			
<b>e) Gender</b> Male / Female			
<b>f) Date school place is required</b> ...../...../.....			
<b>g) Child's home address</b> - this must be the child's normal place of residence and not a relative's or carer's address			Postcode:
<b>h) Date the child moved to this address</b> ...../...../.....			
<b>i) Previous Address – if child has moved within 2 years</b>			Postcode:
<b>j) Name and address of current school</b> - If not currently in school, please put N/A and tell us about previous schools in i) below			Postcode:
<b>k) Date started at current school</b> ...../...../.....			
<b>l) Other schools attended</b> Please name all schools previously attended before the current school			
<b>Name of School</b>	<b>Address</b>	<b>From</b>	<b>To</b>
<b>m) Reason for applying for a change of school, or if not currently in school, the reason for leaving previous school</b>			
<b>n) Is the child in the care of a local authority?</b>		Yes / No	
If Yes, you should <b>not</b> complete this form but should refer to the child's social worker to complete Surrey's separate form 'Child in care application for in year admission to school'.			
<b>o) If No, has the child previously been in care and did they leave care through adoption, a special guardianship order or a residence order?</b>		Yes / No      Local authority ..... (please state the name of the local authority and provide evidence)	
<b>p) Does the child have a statement of special educational needs and disability or education, health and care plan?</b>		Yes / No	
If Yes, you should <b>not</b> complete this form but should refer to the child's special educational needs case officer for details on how to apply for a school place.			
<b>q) Does the child have any restrictions on their residency in the United Kingdom?</b>		Yes / No	
If Yes, please see guidance notes			

## 2. School preference

You can only name one school on this form and you must return your form to this school.

	Name of the school you wish to apply for	Exceptional medical or social reasons	Name and date of birth of any siblings for whom you wish to claim sibling priority	Optional – reasons for preference (please continue on a separate sheet of paper if necessary)
	School name:	YES <input type="checkbox"/> NO <input type="checkbox"/>	Sibling name:  DoB: Gender:	

## 3. Fair access admissions

The local authority must ensure that children without a school place and vulnerable and challenging pupils are found a suitable school quickly. In order to establish the most appropriate placement for each child we need to ask additional questions of all applicants.

<b>a) Has the child ever been permanently excluded from school?</b>	Yes / No
<b>b) Has the child had any fixed term exclusions?</b>	Yes / No
If Yes to a) or b) please attach a separate sheet giving dates and reasons for the exclusion(s)	
<b>c) Does the child have any special educational needs (but without a Statement of SEND or education, health and care plan)?</b> If Yes, please provide evidence	Yes / No
<b>d) Does the child have a disability or medical condition which has impacted on their attendance or participation at school?</b> If Yes, please provide evidence and confirm how it has impacted on attendance or participation at school	Yes / No
<b>e) Is the child subject to a child protection plan or a child in need plan?</b> If Yes, please provide evidence	Yes / No
<b>f) Is the child a carer?</b> If Yes, please provide details	Yes / No
<b>g) Is the child a refugee or an asylum seeker?</b> If Yes, please confirm the date of entry to the UK and provide evidence of status	Yes / No ...../...../.....
<b>h) Is the child a registered Gypsy, Roma or Traveller?</b> If Yes, please confirm the contact details of the caseworker within the traveller service	Yes / No .....
<b>i) Is the child returning from the criminal justice system?</b> If Yes, please confirm the contact details of the caseworker within youth offending team	Yes / No .....
<b>j) Please give details of other individuals or groups who have worked / are currently working with the child</b> (e.g. social worker, youth offending team, community incident action group (CIAG) etc. Please give contact details if possible)	

**You must now pass this form to the Headteacher of the child's current/previous school (if this was in the United Kingdom) so they can complete section 4. If you have moved and it is not possible to send the form to the previous school, please contact the admissions team for advice.**

#### 4. Headteacher statement from current/previous school

Please continue any section on a separate sheet if necessary

<b>a) Child's name</b>		<b>DOB</b>	...../...../.....
<b>b) What date was the child put on roll at your school?</b>		...../...../.....	
<b>c) Is the child still on roll at your school?</b>		Yes / No	
<b>d) If the child has already left your school, please give the date the child last attended, the date the child was taken off roll and their reasons for leaving:</b>			
Date last attended: ...../...../.....			
Date child was taken off roll: ...../...../.....			
Reasons for leaving:			
<b>e) If the child has not yet left your school, have you discussed with the parent their reasons for wishing to change school?</b>			
Yes / No			
If <b>YES</b> , please give details of those reasons, what support you have provided and indicate whether or not you believe a change of school is appropriate:			
<b>f) Attendance rate</b>		Current academic year: %	Previous academic year: %
If unsatisfactory, what may have affected attendance?			
<b>g) Is the child on the SEND Code of Practice?</b>		Yes / No	
If <b>Yes</b> :		What stage?:	
		What category?:	
<b>h) Please give details of any exclusions relating to this child, including dates and reasons</b>			
Dates	Length	Reason	
...../...../..... to ...../...../.....			
...../...../..... to ...../...../.....			
...../...../..... to ...../...../.....			
...../...../..... to ...../...../.....			
<b>i) If the parent has given 'bullying' as a reason for leaving or transferring, please give details below, including actions taken by the school in association with the family to help resolve this:</b>			
<b>j) Have you liaised with any professionals/educational specialists regarding this child?</b>			
Yes / No			
If <b>YES</b> , please indicate the services involved and the reasons:			
<b>k) In considering this application for a school place, please provide any other comments that might be relevant to this child's school placement/level of support required:</b>			
Name		School stamp	
Position within school			
Name of school			
Telephone number			
Email Address			
Date			

**YOU SHOULD NOW PASS OR SEND THIS FORM BACK TO THE PARENT**

## 5. Parent/guardian/carer's details

a) Title		b) First name		c) Surname	
d) Address (if different from child's address)				Postcode:	
e) Telephone numbers					
Day:		Evening:		Mobile:	
f) Email address					
g) Do you have parental responsibility for this child? (please see guidance notes)				Yes / No	
h) Relationship to child:					
<input type="checkbox"/> Mother		<input type="checkbox"/> Father		<input type="checkbox"/> Step parent	
<input type="checkbox"/> Carer		<input type="checkbox"/> Social worker		<input type="checkbox"/> *Other relative .....	
<input type="checkbox"/> *Other contact .....		*Please add more details			
i) Are you working as a Crown Servant or in Her Majesty's Armed Forces? If Yes, you must provide evidence to support this				Yes / No	
j) Are you also making an application for any other children who are part of the same family? If Yes, please confirm their names and dates of birth so that, if appropriate, their applications might be considered together			Yes / No		
			1. Name ..... DOB ...../...../.....		
			2. Name ..... DOB ...../...../.....		
			3. Name ..... DOB ...../...../.....		

## 6. Declaration of parent/guardian/carer

I wish to apply for a place at the school named in section 2. I certify that the information given is true to the best of my knowledge and belief. I understand that if I give any false or deliberately misleading information on this form and/or supporting documents, or withhold any relevant information, this may render my application invalid and/or lead to the withdrawal of an offer of a school place for my child. I understand that it is my responsibility to provide full information to the school and that I will notify the school of any changes to the details on this form or accompanying evidence as soon as they occur, including any change of address. I understand that the school will share details of my application with Surrey County Council.

Name .....  
(Please print name of parent/guardian/carer)

Signature ..... Date .....

### The next steps - you should now ensure that you have enclosed the following information:

- A copy of your current council tax bill/tenancy agreement and a recent utility bill to confirm residence
- Professional evidence to support a social or medical priority application
- A copy of your child's passport and flight ticket if you have moved/are moving to the UK from abroad. If the child is not a British Citizen or EEA national, you must provide a copy of the child's visa and any relevant home office documentation. **NB:** Places will only be offered in advance of a return/arrival to the UK if the child is a British citizen or EEA national but in such cases a place will not be offered more than 4 weeks prior to their arrival
- If you are not the child's parent and the child is not in the care of a local authority, a letter from the parent to explain the circumstances, or a copy of the official documentation to show you have parental responsibility for the child
- A copy of the child's latest school report, if in English
- A copy of the school's supplementary information form (if applicable)

### YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL INFORMATION IS RECEIVED

Please return the completed form and supporting evidence to the school that you have named in section 2.

**Personal Information Policy** - Surrey County Council ('The council') respects your rights and is committed to ensuring that it protects your details, the information about your dealings with the Council and other information available to the council ('your information'). In accordance with the Data Protection Act 1998, the council will use your information, for the purpose of processing your application for a school place, to: (a) deal with your requests and administer its departmental functions, (b) meet its statutory obligations, and (c) prevent and detect fraud. The council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) within the council (including elected members, other admission authorities and other schools, central government departments, borough and district councils, law enforcement agencies, statutory and judicial bodies, community service providers, contractors that process data on its behalf and medical advisors). In addition, the council may contact the headteacher of your child's previous school for information (if the previous school was in the United Kingdom), if you have not supplied to the council the completed section 4 of this form. The council may also use and disclose information that does not identify individuals for research and strategic development purposes. The full data protection policy is available on our website at [www.surreycc.gov.uk](http://www.surreycc.gov.uk).