



Knowsley Council

In-Year Secondary Application

For use by parents/carers seeking admission or transfer to a Knowsley Secondary School during the school year

KNOWSLEY SECONDARY SCHOOLS REQUESTED

- 1).....
- 2).....
- 3).....

FOR OFFICE USE

DATE RECEIVED/...../.....	RV 2/...../.....
DTB/...../.....	PMM/...../.....
SCHOOL 1/...../.....	SEN/...../.....
SCHOOL 2/...../.....	LAC/...../.....
RV 1/...../.....	LA FAP	<input type="checkbox"/>

SECTION 1 - CHILD DETAILS

First Name(s) Surname.....

Legal Surname Date of Birth / / Male Female

Child's home address Post Code

Current/previous* school..... Year Group (eg. Y7, Y9)

* If previous, date of leaving / / Date started at the school / /

School address

Is the current school aware of this application? Yes No

If no, please explain why

All previous schools attended (Name of School & Town) 1.....

SECTION 2 - PARENT / CARER DETAILS

Mr / Mrs / Miss / Ms First Name Surname

Parent / Carer Address (if different from above).....

..... Email

Post Code Daytime contact Tel no

Do all those with Parental Responsibility support this application? Yes No

If no, please provide name and details why not?

SECTION 3 - FURTHER DETAILS (If you are unsure how to answer any of the questions below, please contact the School Admissions Team for advice)

School place required? As soon as possible or by date... / ... / ... Yes No

Is your application due to a change of address? Yes No

If yes, **when** did you move and **from which borough?** ... / ... /

Does your child have an Education, Health & Care Plan or Statement of Special Educational Need? Yes No

Does your child receive any Special Educational Need support? Yes No

Has your child ever had any **fixed term** exclusions? Yes No

If yes, please state the total number of days in the last 12 months

Has your child ever been **permanently** excluded from any school? Yes No

If yes, please state **when** and **from which school** / /

Is your child currently "looked after" by a local authority (in care) or was previously "looked after" and is now subject to an adoption, residence or special guardianship? Yes No

If so, please state the authority the child is/was in the care of

Please provide the details of any sibling attending the **requested** school(s)

Name d.o.b ... / ... / ... School

Name d.o.b ... / ... / ... School

IF YOU ARE SEEKING A LOCAL TRANSFER, WE STRONGLY RECOMMEND YOU DISCUSS WITH BOTH THE CURRENT AND POSSIBLE NEW SECONDARY SCHOOL BEFORE TAKING A FINAL DECISION TO APPLY.

SECTION 4 - ADDITIONAL INFORMATION

Please state the reason/s for this application and attach additional sheets if required.
If your child is attending another local school, please explain why are you seeking a move?

Please note: unless a child is not on a school roll, transfers between local schools in Knowsley normally take place at the beginning of a term.

SECTION 5 - APPLICATIONS FOR TWO OR MORE CHILDREN IN THE SAME SCHOOL

You must complete a separate application form for each of your children. Please tick the box if you have reasons that make it essential for your children to attend the same school.

SECTION 6 - RELIGION AND FAITH INFORMATION

If you have named a Catholic Secondary School and wish to provide information for criteria relating to religious affiliation, you are requested to answer the relevant questions below:

(Check with the School/policy document)

Is your child a baptised Catholic? (please tick) Yes No

If yes, in which Catholic parish do you live?

Is your child baptised Church of England? (please tick) Yes No

If your child belongs to another faith/Christian denomination, state this here.....

SECTION 7 - PARENT / CARER'S SIGNATURE

Details of Knowsley School admission policies are given in the Knowsley Primary and Secondary Admission Booklets available online at www.knowsley.gov.uk/schooladmissions and from Knowsley School Admissions Team.

I confirm I have parental responsibility for the child/young person named above and that all the information I have given is accurate. I understand a place may be withdrawn if it is offered on the basis of false information. I have read the in year procedures, including the privacy notice and agree for this application to be processed following these procedures.

I will notify the admissions team of any changes to details on this form or accompanying evidence, as soon as they occur, including any change of address.

Name

Signed

Relationship to Child Date / /

PLEASE CONTACT FOR ADVICE OR RETURN THIS FORM TO THE ADDRESS BELOW.

You should receive a written response after your application has been processed to confirm the outcome.

**Knowsley School Admissions, Education Improvement Team, Knowsley Council
PO Box 21, Municipal Building, Archway Road, Huyton, Knowsley, L36 9YU
Telephone: (0151) 443 3372**