

## GUIDANCE FOR PARENTS/CARERS

### FOR IN-YEAR APPLICATIONS

Guidance notes for the completion of an application for admission to an academy outside the normal school admissions round ('In year' applications) All information requested must be supplied.

#### Sections 1 and 2

##### Information about your child

It is important to include all the information requested.

##### Names

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First names-this is also known as the given name(s). Surname/last name- this is also known as family name, hereditary name or titular name. The name should be the full name as it appears on the child's birth certificate, deed poll, child benefit book and/or passport. Any aliases or 'known as' names should be noted on a separate sheet.

##### Date of birth and gender

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State where indicated the child's date of birth and whether the child is male or female or a boy or girl.

##### Child's home address

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Please give your child's full address (including postcode) in the space provided. This should be the address at which the child normally lives at the time the application is made. You must **not use** a business address, childminder or relative's address, or any other than the child's home address. If this is not the parental address please give details and state the reasons why on a separate sheet.

Where parents live separately and there is a shared access arrangement, your application must be based on the address at which the child normally resides and from where they attend school. Where parents live separately but the child lives equally with both parents at different addresses, it is the parents' responsibility to make this clear at the time the application is made and to provide supporting evidence in respect of the shared custody.

You should only fill in this form if the child lives within the local authority area in which the academy is located and the travelling time between the child's home address and school is reasonable and would allow for attendance during the normal academy opening hours

*If you change address you must tell the academy immediately. Failure to do so may result in any offer of a place being withdrawn.*

**Note** giving false or deliberately misleading information on this form and/or supporting information may render the application invalid, or lead to any offer made being withdrawn.

##### Current and previous schools and other information

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Current and previous schools – this should be given in full using a separate sheet if necessary. Any gaps in the child's education history must be disclosed and will be queried. Any delay in providing the necessary information may delay the processing of your application.

Children with a statement of special educational need – you should not fill in this form and should instead make contact with your local authority educational services department.

Children in public care – these children receive priority for admission. Please note the requirement to provide a letter of confirmation from the local authority with responsibility for the child.

Exclusions – details must be given if your child has been permanently excluded from a school he/she previously attended.

## Other Information

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- **Utility bills**
- **Council tax bill**
- **Council/housing association Tenancy agreement**
- **Child benefit book/Notification**

If you are successful in securing a place at Burlington Danes Academy, copies of the following documents above may be used as proof of address.

Contact details –it is important that full information is given about how you may be contacted with regard to your application. Please advise if you need the help of an interpreter and specify your spoken language

Declaration –Please read the declaration carefully before signing it. Only signed and fully completed forms will be accepted. The completed form should be returned to the academy.

July 2013