

• Please fill in all the details and return this form directly to the school

SECTION 1 CHILD'S DETAILS

Forename Surname

Male Female

Date of Birth School Year Group

SECTION 2 CHILD'S HOME ADDRESS IN FULL

Please include your postcode.

Postcode:

SECTION 3 CURRENT SCHOOL DETAILS

LA DFE School Name

Does your child have a statement of Special Educational Needs? Yes No

Is your child in public care or adopted? Yes No

SECTION 4 PARENT / GUARDIAN DETAILS

Title Relationship to child

Forename Surname

Telephone (1) Telephone (2)

Email address

**Please see back of application for declaration statement before signing.*

Signature

SCHOOL USE ONLY

Date received

LA DFE School Name

Please complete all application boxes to inform the LA of the outcome of this application.

PLACE OFFERED		PLACE NOT OFFERED		
Offered Date		Was a place available?	✓	✗
Accepted Date		Was the child eligible?	✓	✗
Refused Date		Have they joined the Waiting List?	✓	✗
Withdrawn Date				

• Please wait until the full outcome of the Application is known before returning to the Admissions Team

PLEASE READ THIS GUIDANCE CAREFULLY BEFORE COMPLETING YOUR IN YEAR CASUAL ADMISSIONS FORM (IYCAF)

If you live in Kent and wish to apply for a place at a Kent school in your child's current year group, you should complete this form and send it to the school(s) you are applying for. You should complete a separate form for each child and for each school you are applying for. Information about Kent schools that are near to you can be found at www.kent.gov.uk/findschools. You may be asked to complete a Supplementary Information Form (SIF) to provide the school with additional information so the school can rank your child according to its oversubscription criteria if more children apply than there are places available. If you are applying for a place at a Grammar School, the school will get in touch with you about any testing arrangements.

If you are applying for a place at a school outside Kent, or you live outside Kent and want a place at a Kent school, please contact the Admissions Team on the number below for advice.

If the school has a place your child is eligible for and no other child has a higher priority, the school must offer it to you (unless your child has been permanently excluded from more than 2 schools; please contact the Admissions Team if this applies to you).

If your child is turned down for a place at the school(s) you apply for, you have the legal right to appeal against the refusal of a place. Appeals should be made in writing to the school's admission authority. You can also request to join the school's waiting list if they have one. The school will let you know how to make an appeal or join the waiting list when they tell you the outcome of your application. You can find more information about appealing at www.kent.gov.uk/schooladmissions.

The school **must** provide you with a formal offer or refusal letter. You may wish to keep notes of dates and times of conversations as well as names of contacts at the school.

If you have approached schools and are having trouble finding a place you can contact the Admissions Team on the number below, and we will let you know where there are currently places available.

DECLARATION STATEMENT

*All information given in this application is, to the best of my knowledge, true and correct. I understand that if, at a later date, any of the information is found to be incorrect I may lose any place allocated to my child.

I give permission to the School to process all the information given in accordance with the Admissions Criteria and processes and to share this information with the Local Authority.

FURTHER INFORMATION

Email – kentinyearadmissions@kent.gov.uk

Phone – 0300 333 6472

Web – www.kent.gov.uk/primaryadmissions
www.kent.gov.uk/secondaryadmissions