



**CONFIDENTIAL**

## The Learning Academy Trust

### APPLICATION FOR ADMISSION OUTSIDE THE NORMAL YEAR GROUP

(PLEASE COMPLETE IN BLOCK CAPITALS USING BLACK INK)

Please provide the following information in full, stating “not applicable” where appropriate. The decision of the Panel will be based on the information and supporting evidence provided with your application form.

<b>School you would like your child to attend</b>
---------------------------------------------------

<b>Child’s Current school Or Pre-school (if any)</b>	
<b>Child’s Legal Surname</b>	
<b>Child’s First name(s)</b>	
<b>Date of Birth</b> DD / MM / YY	
<b>Year Group</b>	
<b>Parent(s)/ Carer(s) names</b>	
<b>Your Relationship to Child</b> Mother Father Step parent Foster parent Other (please specify)	
Address	
Postcode	
Telephone number	
Mobile	
Email address	

**Does your child have a legal document called a Statement of Special Educational Needs?**

Yes/No (delete as appropriate)

*Please note that if you child has a statement of Special Educational Needs you should speak to the Special Education Needs Team.*

**Is the child in the care or previously in the care of the Local Authority under the Children Act 1989?**

Yes/No (delete as appropriate)

**Details of other children in the family:**

Name(s)	Date of Birth	School(s) attended

**REASONS FOR REQUEST**

**Please set out clearly whether you are asking for your child to be advanced to a higher year group (forward yeared) or for your child to repeat a year or to delay their admission to reception by 1 year (back yeared).**

**Please explain all your reasons for requesting your child be admitted outside their normal year group attaching any reports and information that you have that are relevant to your application.**

Useful information/documentation might include:

- Your child's educational history
- Indication of your child's wishes where practical/age appropriate
- School or other educational reports
- Existing professional reports and assessments e.g. educational psychology reports
- Health information eg from your child's specialist
- Exam courses being followed where appropriate

If you have other information specific to your child that you feel would be helpful that does not appear on this list above, please forward this with your application.

***Please note that it is your responsibility to ensure that any documents are obtained and attached to this form so that the full circumstances of your request can be considered by the Panel.***

If necessary, please continue on a separate sheet.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please return this form to:**

**Headteacher and academy address here**

**We can give you help to read or understand this information**