

**In-Year Admission Application Form**

(only to be used in order to apply for a school place required during the academic year)

**This form must be completed and submitted directly to the School**

By post: **Newton Rd, Twerton, Bath BA1 2RW**

Email: Admissions **office@stmichaels.bwmat.org**

- Please provide all the required information.
- The applicant will be notified of the admission decision in writing within 10 school days of the Admission Authority receiving the completed application form.
- Applicants are advised to refer to the published School Admission arrangements before completing this Application Form (the Admission Arrangements are available to download from the school website or upon request to the school office).

**Section 1: Your requirements**

<b>In which Year Group is the place required?</b>	
<b>When is the place required? (dd/mm/yyyy)</b>	
School use only: Insert the date on which this application was received at the school	

**Section 2: Your Child's details** (the child who is the subject of this application)

Please enter the required detail or circle 'Yes' or 'No' throughout

Last Name		First Name	Middle Name(s)
Male	Female	Date of Birth (dd/mm/yyyy)	Registered Nationality

**Please enter the home address at which your child lives for the majority of his/her time (more than 2.5 school days per week)**

<b>How long has he/she lived at this address?</b>	Enter:	<b>Years</b>	<b>Months</b>	<b>Weeks</b>
<b>Are there any formal shared residency arrangements in place for your child?</b>		<b>Yes</b>	<b>No</b>	

**Please note:** If your family is currently moving house and you would like this application to be considered on the basis of your child's future home address, you must enclose with this application a copy of the legal 'Exchange of Contract' document or a Tenancy agreement (minimum six month) signed by the landlord.

<b>Does he/she have European Economic Area Citizenship?</b> (this will apply if he/she lives in or originates from the European Economic Area)	<b>Yes</b>	<b>No</b>
<b>Is he/she currently a 'Looked After Child' - a child in the care of a Local Authority?</b>	<b>Yes</b>	<b>No</b>
<b>Is there an adoption, child arrangements or special guardianship order in place?</b>	<b>Yes</b>	<b>No</b>
<b>Does he/she have an Education Health and Care Plan (EHCP) in place or agreed at the time of application which names a specific school?</b>	<b>Yes</b>	<b>No</b>
<b>Does this child currently have a sibling attending School?</b> Refer to the published Admission Arrangements for the definition of 'sibling'	<b>Yes</b>	<b>No</b>
If 'Yes' enter the details of a sibling who is currently registered on the roll of this school		
<b>Last Name</b>	<b>First name</b>	<b>DOB: dd/mm/yyyy</b>
		<b>Relationship</b>

### Section 3: Supporting Information

Only the information that you have provided in sections 1 and 2 will be used to inform the admission decision, applying the published oversubscription criteria where necessary to do so. A place will be offered in the year group requested only where a further admission would not '*prejudice the efficient delivery of education or the efficient use of resources*' or, where applicable, unlawfully breach the statutory Infant Class Size Limit.

Where a place **can** be offered, the information you provide below will help the Admissions Committee to determine any specific support your child will require on joining the school.

Where a place **cannot** be offered and, your child is not on the roll of a school at the time of application, the information you provide below will help the Admissions Committee to identify whether he/she qualifies against one or more of the criteria set out in the **\*\*\*\*** Local Authority Fair Access Protocol. Where this is the case, the Admissions Committee will refer your refused application to the Local Authority in order that officers might engage with you and help identify and secure a suitable educational placement without undue delay.

<b>Is he/she currently on the roll of a United Kingdom school?</b>	<b>Yes</b>	<b>No</b>
<b>If NO, when did he/she last attend school?</b> Enter month/year		
<b>Is he/she designated as a registered carer for another person?</b>	<b>Yes</b>	<b>No</b>
<b>Is he/she entitled to a Pupil or Service premium?</b>	<b>Yes</b>	<b>No</b>
<b>Does he/she have any special educational need, disability or medical condition that the school should be aware of ?</b> You may be contacted	<b>Yes</b>	<b>No</b>
<b>Does he/she have a registered support worker?</b>	<b>Yes</b>	<b>No</b>

Are there any other factors that you would like the Admission Authority to be aware of?

**Section 4: Applicant Details** (the applicant is the person completing this form)

Please enter the required detail or circle 'Yes' or 'No'

Last Name	First Name		Title
Your relationship to this child	Parent	Carer	Other

Do you live at the same address as the child you are applying for	Yes	No
If 'No' then please provide your full address (include post code) for communication purposes		

Land line telephone number	Mobile number	Email address

**Section 5: Declaration and Signature**

**Please note: This application will not be processed unless signed and dated by the applicant.**

**By signing, the applicant confirms that:**

The information provided on this Application Form (and any supplementary information that may be provided in support of this application) is accurate to the best of the applicant's knowledge and not intended to mislead in any way;
It is understood that the offer of a school place may be withdrawn if any of the information provided in connection with this application is subsequently found to be intentionally misleading or false;
Where this application is submitted as an attachment to an email, the applicant agrees and accepts full responsibility for the child's information being submitted via a non-secure email platform (subject to the conditions and requirements of the General Data Protection Regulations 2018). If this is unacceptable, the Application Form should be completed and submitted as a paper copy, to be posted or hand delivered;
The information provided may be shared by the Admission Authority to the extent that is required in order to determine the school admission decision, subject to the requirements of the General Data Protection Regulations (2018);
The applicant is legally responsible for the child concerned or that he/she has full consent from the legally responsible party to submit this school place application;
He/she understands the basis of the In-Year admission application process which is published for the school being applied for. If in doubt, the School Office can advise.

Applicant's Signature	Date: day/month/year