

In-year (casual) admission application form

**Please fill in all the details and return this form directly to the school you are applying to.
Please ensure you complete all sections.**

Please read the information about in-year admissions at medway.gov.uk/inyearadmissions before completing this form.

To apply for in-year places, complete this form and return it directly to each school you wish to apply for. Each school you apply for must give you an application outcome in writing within 15 school days.

If you have been refused a place at a school and would like to know which schools have vacancies, please contact School Admissions & Transport at Medway Council. Email: casualadmissions@medway.gov.uk Phone: 01634 331110

School being applied for:

Child's details

Child's forename(s):

Child's surname:

Child's date of birth:

Child's gender: Male

☐

Female

☐

School year group:

Full address:

Postcode:

Current/previous school:

Postcode:

Does your child have an Education, Health and Care Plan (EHCP): Yes ☐ No ☐ If yes, please do not complete this application. Instead, contact the SEN Team: seneducationteam@medway.gov.uk

Has your child been in public care or adopted, i.e. has your child been looked after by a local authority/subject to an adoption, child arrangements or special guardianship order /in state care or adopted outside of England? Yes ☐ No ☐

If yes, by which local authority?

Parent's/carer's details

Parent/carer title:

Forename:

Surname:

Relationship to child: Mother

☐

Father

☐

Other (please state)

Phone number: Home

Work

Mobile

Email address:

Full address, if different from child's address above, (leave blank if the same):

Postcode:

Are you a crown servant? Yes

☐

No

☐

Do you have parental responsibility?	Yes	No
If NO please state who does:		
For Looked after Children:		
Please give Social Workers name and contact details:		
Local Authority Responsible for Child:		

Current or Previous School Details:	
Name of School:	
Address:	
Phone Number:	
School Contact:	
Email Address:	
Is your child still on roll at this school?	
If your child has attended a Medway School or Academy previously, or has been withdrawn from school to be educated otherwise, for example, at home, please give details – Name of School/Academy and dates attended:	

Reason for change of school
Have you met with present school to discuss any concerns? If so, please give details:

Please give details of the pupil's attendance for the last two academic years including any reasons for poor attendance.

Does the pupil have support in class?	Yes	No
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Please tick the relevant boxes to indicate any additional support provided by previous school/s:
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Support	Currently	In the Past
Anger Management		
Counselling		
Peer Mentoring		
Modified Timetable		
Support Unit		
Literacy		
Numeracy		
Other		

Medical Needs/Medication

Home / Family Information that may be relevant to the application i.e. siblings who currently attend the school, circumstances that have contributed to decision to move etc.