

Application form for in-year admissions

Applying for a school place during an academic year



Please note you cannot apply more than 4 weeks in advance as we cannot 'hold' school places (see exceptions for service families). Children are expected to take the offer of a school place within 10 school days.

Child's Details

Legal Forename:	Legal Surname:	Date of Birth:	Gender:
First Language of Child:			
Current postal address, including postcode: <i>You must provide the address of the child's current permanent place of residence.</i>			

If your child is **LAC** or was **formerly LAC** until adopted or made the subject of a child arrangement or special guardianship order, please give contact information for a social care officer:

Which Local Authority looked/s after this child?	
Officer Name:	

*LAC is Looked after Children in the Care of the Local Authority or formerly in Care.

Are you (or your partner) a serving member of the regular UK Armed Forces with a posting to the area or are you (or your partner) a Crown Servant returning from overseas? *If yes, please submit an official letter confirming the posting and relocation date and, if necessary, a Unit postal address or quartering address with this application.	<input type="checkbox"/> Not applicable <input type="checkbox"/> Yes, evidence attached <input type="checkbox"/> Yes, evidence to follow
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Reasons for application

Reason for requesting a school place at North East Futures UTC:

- Moving to Newcastle from another area of the UK (please state where) _____
- Moving to Newcastle from another country (please state which country) _____
 (When did you move?) _____
- Moving house from one area of Newcastle to a different area of Newcastle
- Leaving private education
- Leaving Elective Home Education
- Other _____

Current or most recent school:	Address of school:	Is child still attending?

Please note, if your child's current or previous school is outside of Newcastle we will need to see proof of your child's date of birth, such as their passport, identity card or birth certificate.

Additionally if you are moving to the UK, we will need to see proof of your child's arrival in the UK, such as a copy of your child's boarding pass, travel ticket, endorsed passport or entry visa as well as the above.

Please complete and return Application Form:

Electronically: info@nefuturesutc.co.uk

Post: NE Futures UTC, Stephenson Square, Stephenson Quarter, Newcastle upon Tyne, NE1 3AS

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Parent/Guardian/Carer Information: *By completing this form, you are confirming that your preferred school for the child named on this application is North East Futures UTC.*

Do you have parental responsibility for this child?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Relationship to child: <i>(for example, mother)</i>	

Title:	Legal Forename:	Legal Surname:	First Language
E-mail Address:			
Phone Number:			
Current postal address including postcode:			

Are there any Court rulings e.g. Specific Issues Order, that determines who has legal authority to state a preference for a school for this child?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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We will only discuss this application with parents or carers who have parental responsibility for the child. If the details of this application are not to be shared with identified individuals named in a court order list them below: *We will ask for a copy of the court order to verify this information.*

Legal Forename:	Legal Surname:	Contact Phone Number:	Relationship to child:

Does your child have a sibling attending this school? Yes* No

**If yes please provide the Legal name and date of birth of the child/ren already attending the UTC*

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Additional Information

Your application will be considered under the Fair Access Protocol if your child meets any of the criteria below.

This is a safety net for children without a school place, not a means to gain additional priority for children seeking to move locally.

Is your child:

- returning from the criminal justice system or Pupil Referral Unit
- been out of mainstream education for 8 or more school weeks
- a Refugee
- an Asylum Seeker
- from a Gypsy, Roma or traveller background
- homeless
- from an unsupportive family background
- a young carer
- with special educational needs, disabilities or medical conditions (no EHCP)

If your child has a special educational needs, disabilities or medical conditions (no EHCP) please describe:

Has your child been permanently excluded from school?

Permanently excluded – once

Permanently excluded – more than once

If your child has begun GCSE or other studies for external examinations, please give details of subjects, examination boards and status of coursework. **Transfers during these studies should be avoided wherever possible.**

Parental declaration

- I confirm I have parental responsibility for this child and/or the agreement of all persons with parental responsibility.
- I confirm that the information on this form is correct and up to date, and that I have read and understand the admissions guidance.
- I understand that my child must be able to take up the allocated school place within ten school days and that the place may be withdrawn if not accepted within ten school days.
- All supporting information relating to the application is enclosed. I understand if information is not provided this may delay the application being processed.

Parent or carer signature: _____

Date: _____

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To be completed by the child's current or previous school

We need this information to process the child's application (unless the child is home educated or is arriving from overseas). We will not process the application if this section has not been completed.

Child's Details

Child's Full Name:	Date of Birth:	Year Group:	Current year's attendance (%):	Any fixed term exclusions in the past 12 months?

School Name:	Is the child still attending?
	Yes <input type="checkbox"/> No* <input type="checkbox"/> *Please state date last attended:

Did this child previously join you in year, i.e. this could be their second in year transfer?
Yes <input type="checkbox"/> No <input type="checkbox"/>

Does this child have an EHCP or Statement of Special educational needs?
Yes* <input type="checkbox"/> No <input type="checkbox"/>
*If Yes please describe what support they require:

Are any other agencies involved with the child?
Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
*If Yes which agencies are involved and why?:

If this child doesn't access the full normal school curriculum (e.g. alternative provision, 1 to 1) please provide details:

Name of Headteacher: _____

Signature of Headteacher: _____

Date (dd/mm/yyyy): _____

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