



# Ark St Alban's Academy

Childs Name:.....  
School Year:.....  
Date of application:.....  
Date letter sent:.....

## ARK Schools 'In year' admission application form

### Academy: Ark St Alban's Academy

This form is for completion by parents/carers of a child wishing to transfer school outside of the normal admission round or those needing a school place because they have just moved to the area in which the academy is located and wish for their child to be educated there. It is only intended for completion by parents/carers of a child who resides in the administrative area covered by **Birmingham City Council**.

#### Key points to note before completing this form:

1. You should **not** complete this form or make application direct to the academy if the child in question has a **Statement of special educational needs**. There is a separate process for children with Statements and you should contact your Local Authority.
2. ARK Schools has a network of academies. This is a general application form covering primary, secondary and 'all through' academies. Please ensure that you complete the appropriate sections of the form.
3. The academy will advise the local authority that you have made an application. It will let you and them know what decision is reached.
4. If your application for in year admission is refused, you will be told in writing. In these circumstances you have a statutory right of appeal against the decision, and the letter will tell you how to go about exercising this right.
5. If the academy is full for the year group in question, you may be placed on a waiting list, and your child's priority for admission will be determined according to what is known as the oversubscription criteria. The oversubscription criteria is set out in the admission policy for the academy and it is **strongly** recommended that you obtain a copy or download this from the academy website.
6. Every effort will be made to consider your application and reach a determination of it without undue delay.
7. Before completing this form you should consult the attached guidance note.
8. Please attach copy of child's birth certificate and/or passport and proof of address to application form.



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Please complete in capital letters and use black ink. Please complete the blanks and boxes as necessary.

## SECTION A

1. I have read the guidance notes and wish to make application for my child to be admitted to **Ark St Alban's Academy**.
2. This application is for my child to join **Ark St Alban's Academy** (Secondary school) in year group .....

....

**Personal details – please let us know if you require an interpreter and if so which language.**

**ABOUT YOUR CHILD** Please give details about your child (see guidance note 1)

First name  
e.g. Sarah

Surname/last name  
e.g. Begley

Date of birth

Gender: male/female

Child's  
Home  
address<sup>1</sup>

Postcode:

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<sup>1</sup> This MUST be the address at which the child normally lives. If this is different from the parent/carers address, please give reasons this. If parents share custody this must be stated and both addresses shown.



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## SECTION B

**ABOUT YOU - the parent/carer** Please give your own details here (see guidance note 2)

**Title** (e.g. Mr/Mrs etc).....**Initials**.....**Surname/Lastname**.....

### Relationship to Child

.....  
e.g. mother, father etc.

.... **Contact numbers**

Daytime contact telephone number .....

Mobile phone number.....

Email address.....

### Council Tax account number

.....

### Reason for making this application

Please give the reasons for making this application including any relevant background information. Continue on a separate sheet if necessary.

Please also include details in the box below of any siblings (brothers or sisters) who continue to attend the academy when your child is due to be admitted.

## SECTION C





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## MORE INFORMATION ABOUT THE CHILD

Please supply the following information:

### Schools attended

1. What is the current (or most recent) school the child attends? Please detail below

School name

.....

School address

.....

Date child started at this school

.....

Date child left (if applicable)

.....

2. What previous schools did the child attend prior to those stated above? Please give the name and address of the schools and the dates on which the child started and left in the box below. (use a separate sheet if necessary)

Children with Statements of Special Educational Needs

3. Does your child have a Statement of Special Educational Needs?

YES/NO (delete as appropriate).

If yes, you should **NOT** complete this form, and should contact the Local Authority.





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## Children in Public Care

4. Is the child in the public care of a local authority?

YES/NO (delete as appropriate).

If yes please state in the box below which Local Authority (Borough), and **enclose a letter** from the social worker confirming the legal status of the child and the local authority with whom the child is in care.

....

## Permanent exclusions

5. Has your child been permanently excluded from a previous school?

YES/NO (delete as appropriate)

If yes, please give the name of the school, date of permanent exclusion, and reason for the exclusion in the box below:

## Special circumstances/factors

6. If there are special circumstances or factors which you feel should be taken into account when considering this application, please set them out below :

There is **no** commitment from ARK Schools that these factors will have any bearing on your application, but you are given the opportunity to state them if you wish.



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## SECTION D

### DECLARATION AND SIGNATURE OF PARENT /CARER (Please guidance note 3)

1. I wish to apply for a place at the academy named in this form.
2. I certify that I am the person with parental responsibility for the child named in Section A and that the information given is true to the best of my knowledge and belief.
3. I understand that any false or deliberately misleading information given in this form and/or supporting information may render this application invalid, or lead to any offer of a place being withdrawn. I understand that Electoral Roll and Council Tax records may be consulted in this connection.
4. I understand that I will be required to provide proof of address and my child's date of birth upon receipt of an offer of a place at the academy. Failure to provide acceptable evidence will lead to the offer being withdrawn.

Parent or carer signature:.....

Date.....

### Using your personal information

ARK Schools and the academy will handle the information you have provided in line with the Data Protection Act (DPA) and it will only be used for school admission purposes. In order to verify some of the information you have provided a request for information may be made to other bodies such as the Local Authority e.g. Council tax records. Under the DPA you have the right to make a formal written request for access to personal data held about you or your child.

### Returning your completed form

Once complete this form and any supplementary information provided should be returned to:

**Please return completed forms to:**  
**Ark St Alban's Academy,**  
**Conybere Street,**  
**Highgate,**  
**Birmingham**  
**B12 0YH.**

