

Application form for 2022-23 In-Year admissions

1. The Admissions Arrangements (Policy) for Holy Trinity Church of England Primary Academy can be found on our website at: <http://holy-trinity.co.uk/applying-for-a-place/> or you can request a hard copy from the school office. **(Please read this carefully before completing this form)**
2. Holy Trinity Church of England Primary Academy is its own admissions authority and the Governors will administer all in-year admissions through an Admissions Panel.
3. An In-Year admission is when a child already attends a school but wishes to transfer to another school outside of the usual transfer time, for example because the child has moved to a new address. These transfers take place during the academic year, which is why they are referred to as In-Year admissions.
4. A normal admission round refers to applications for the start of foundation/reception.
5. This application form should not be used to apply for school places for children with an Education, Health and Care Plan. You should instead contact your child's SEND case worker for further advice.
6. This application form should only be completed by a person who has parental responsibility for the child. Please complete one form per child. If you can provide an email address, we will acknowledge receipt of your application.
7. This application will be considered a maximum of six school weeks prior to the date the place is required, regardless of the date the application is received.

Child's details				
Surname:		Forename:		DoB (Birth certificate to be attached)
Male/Female	Date place required;	Nationality; (passport may be required)	Current school year group	
Child's current home address including postcode: Please provide a copy of current council tax statement to verify address (This must be the address where the child currently lives. If this is different from the parent/carer address, please give reasons for this. If parents share custody, this must be stated and both addresses shown)				

Post Code
New address if moving house including expected date of move:
Reason for application:

Current or previous school
Name and address of current school or last school attended
Date last school attended if not currently attending;

Details of first parent/carer living at home address		
Title	Initials	Surname
Relationship to child		Do you have parental responsibility? Y/N
Home Tel:	Work Tel:	Mobile
Email:		

Details of second parent/carer.		
Title	Initials	Surname
Relationship to child		Do you have parental responsibility? Y/N
Home Tel:	Work Tel:	Mobile
Email:		
Address if different from child:		

Other Information	
Does your child have an Education Health Care Plan (EHCP) due to special educational needs?	YES / NO
Is, or has your child previously been, a child looked after by a local authority?	YES / NO
If yes, please state which authority:	
If yes, please also provide a letter from Social Services confirming the legal status of the child and the local authority responsible for the child.	
Is the child privately fostered? YES / NO ie. cared for by someone other than the parent without the involvement of the local authority	

Full names, DoB and year group of any siblings already attending this school.

Documentation required
<ul style="list-style-type: none"> • Birth Certificate • Council Tax statement • Passport (if a foreign national)

Declaration and signature of parent/carer	
<ul style="list-style-type: none"> • I wish to apply for a place at Holy Trinity CE Primary Academy for my child • I certify that, to best of my knowledge, the information given is correct • I understand that this application will be considered a maximum of six school weeks prior to the date the place is required, regardless of the date the application is received <p>I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid or lead to the offer of a place being withdrawn at a later date.</p>	
Signature of Parent / Guardian	Date

For applications based on faith grounds please also complete the supplementary section below.

For office use only
Birth certificate seen (copy attached) Signed _____
Council tax statement seen (copy attached)..... Signed _____
Passport and or Home Office documents seen (copy attached) Signed _____ (If foreign National)
Date application received:
Date application received minus six school weeks:

Supplementary Application for In-Year Admission to the Academy on Religious Faith Grounds.

In order to confirm church attendance please ask your parish priest or minister to complete and sign this form which must accompany the in-year admission application form.

Part 1

Name of Child:
Date of Birth:

Address with Post Code

Telephone:

Full name of parent[s] or guardian[s].

Part 2 (to be completed by Vicar, Pastor or Priest)

I am able to confirm that the child named above attends church regularly (at least monthly for the past 12 months) and is considered a part of the regular congregation of this Church / Benefice.

Name of parish priest or minister

Address

Benefice / Parish / Church

Signature Parent; _____ Date: _____

Signature parish priest/minister; _____ Date: _____

