# **IN YEAR ADMISSION FORM (IYAF)**

#### This form must be used to request admission to or transfer between schools during the school year.

Please ensure that you have read KCC's Admissions Privacy Noticeatkent.gov.uk/privacy before you complete this form. You should complete a separate form for each child and for each school you are applying for.



#### Please complete all the details in BLOCK CAPITALS, tick the relevant boxes and return this form directly to the school

1. CHILD'S DETAILS							
FORENAME	SURNAME			D.O.B	GENDER		
CURRENT ADDRESS	POSTCODE	THE YES	UK?	NO NO ASE PROV		CURRENT YEAR GIRECEPTIONYEAR 1YEAR 2YEAR 3YEAR 4YEAR 5	ROUP YEAR 6 YEAR 7 YEAR 8 YEAR 9 YEAR 10 YEAR 11
Does your child have an Educational Health & Care Plan (EHCP)? YES       NO         If your child has an EHCP you should not apply for them using this form. Please contact your named SEN officer or SEND area team for more information on the application process.							
Are you a Crown Servant?       YES       NO         If you are UK service personnel or other Crown Servants living abroad with your family please tick YES. You will need to provide an official MOD, FCO or GCHQ letter declaring your relocation date and address to the school.							
Children in Local Authority Care or Previously in Local Authority Care. Including internationally adopted previously look after children. (This includes children who were previously looked after in Wales, Scotland and Northern Ireland) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).							
DOESYOURCHILDQUALIFY UNDERTHE ABOVE STATEMENT?		YES		NO			
IF YES, WHICH AUTHORITY IS/WAS THE CORPORATE PARENT?							

### 2. PARENT / GUARDIAN DETAILS

TITLE	FORENAME	SURNAME				
RELATIONSHIP TO C	HILD	TELEPHONE NUMBER 1	TELEPHONE NUMBER 2			
EMAIL ADDRESS						
Same address as child? YES NO If no please provide full address here						

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3. REASON FOR A	PPLICATION	
Reason (tick appropriate box)	<ul> <li>Moving to Kent from outside of the UK</li> <li>Moving to Kent from another Local Authority</li> <li>Moving from one area of Kent to another</li> <li>Leaving Private Education</li> <li>Other - please state below</li> </ul>	(Country) (Local Authority) Not moving Leaving Elective Home Education

### 4. CURRENT & PREVIOUS SCHOOL DETAILS

CURRENT SCHOOL	OCATION	
REASON FOR LEAVING		DATE LAST ATTENDED OR STILL ATTENDING
PREVIOUS SCHOOL	OCATION	
REASON FOR LEAVING		

### 5. PARENT / GUARDIAN DECLARATION

When completing your Admissions Application for your child, please read the following carefully and confirm your agreement by signing the form. I understand that:

- 1. All information given in this application is, to the best of my knowledge, true and correct. If, at a later date, any of the information is found to be incorrect I may forfeit any place allocated to my child. I understand that the information collected by the Local Authority (LA) via this application will be only used to help arrange admission to schools in line with the LA and schools Admission Criteria.
- 2 I give permission to the LA to process all the information given in accordance with the Admission Criteria and processes. The information given will not be used for any purpose other than the provision of education. The Local Authority (LA) and Admission Authority may share any information that I provide, with colleagues in the Education Service, schools and the Department for Education.
- 3. The LA undertake that they have in place a level of security appropriate to the nature of this information and further undertake that they will: -
  - Not hold information about you or your child that is excessive in relation to the purpose for which it is processed and not keep data processed for any purpose or purposes longer than necessary.
  - Keep all information about you or your child accurate and up to date (to help us to do this, please keep us informed of any changes to your details)
  - · Process your information in accordance with your rights under the Data Protection Act.

Please contact the school if after **10 school days** you have not been informed whether a place can be offered. If the school cannot offer a place, the Local Authority will send a letter advising on other schools with spaces in your locality. If you have any further questions, please contact Kent In Year Admissions Team on **03000 416789** or email **kentinyearadmissions@kent.gov.uk** or visit **www.kent.gov.uk/inyearadmission** 

3 ,		
SIGNED	PRINT NAME	DATE
Please return this form directly to the sc	hool you are applying for	

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6. SCHOOL'S DECISION - SCHO	OL USE ONLY				
Please complete all applicable boxes below to inform the LA of the outcome of the application					
DATE FORM RECEIVED SCHOOL NAME	:		LA	DFE NO.	
CHILD FORENAME	CHILD SURNAME			D.O.B	
PLACE OFFERED		][	PLACE NOT OFFERED		
DATE OFFERED			WAS A PLACE AVAILABLE? YES	NO	
ACCEPTED DATE			WAS THE CHILD ELIGIBLE? YES	NO	
REFUSED DATE REASON FOR REFUSAL			HAVE THEY JOINED THE WAITING LIST? YES Where no offer has been made, has the p sentaletter explaining why they have r place and have they been advised of the YES	not been offered a	
WITHDRAWN DATE REASON FOR WITHDRAWAL					

Please ensure you answer all questions before returning to the In Year Admissions Team

Send completed IYAF to LA via email or by post using the details below:

Email: kentinyearadmissions@kent.gov.uk

Postal address: In Year Admissions Room 2.24 Sessions House Maidstone Kent ME14 1XQ

(If sending by post, please ensure you keep a copy of the form)