

Dear Parent/Carer

Please refer to the attached in-year application form for completion.

The current/last school **must** complete pages 3 and 6 of the form including the attendance grid before submitting the form to the Admissions Team. Failure to get the Part 2 completed will delay your application.

You will be required to provide the following documents as proof of address.

- Child's birth certificate or passport if not already attending a Hackney school
- Council Tax bill for 2018/19 and
- A recent Utility bill such as Electricity or Gas, or Water etc. not more than 2 months.

The following link will give you further information: <https://www.learningtrust.co.uk/content/making-an-in-year-application?guidebook=193>

Please contact us if you need further clarification.

Kind Regards

In Year Admissions

Reception Desk Opening Hours

From Monday 23 July 2018, the 2nd floor reception desk opening hours for school admissions and pupil benefits will change to:

Tuesdays 9 am to 1.00 pm & Thursdays 1 pm to 5 pm

You can contact the service Monday to Friday, 9 am to 5 pm: **020 8820 7000**

You can apply for a school place, pupil benefits and many other services online: www.learningtrust.co.uk/admissions

SECONDARY SCHOOL APPLICATION FOR IN-YEAR ADMISSION OR TRANSFER 2018/19 (ICAF)



Use this form to apply for a school place in a secondary school in Hackney **ONLY**. Please read carefully the guidance notes on the last page before completing this form. Please return your completed form to: Admissions Team at Hackney Learning Trust, 1 Reading Lane, E8 1GQ.

This form should not be completed for a child who has an Education, Health and Care Plan. If you require a transfer, please contact an officer on 020 8820 7326 for further advice.

1. Child's Details

Child's first name(s)		Child's last name(s)	
Child's date of Birth	/ /	Gender	Boy <input type="checkbox"/> Girl <input type="checkbox"/> Year Group <input type="text"/>
Child's home address			Addresses are checked and any school place offered using a false address may be withdrawn Post code: <input type="text"/>

(This must be the address where the child normally lives)

Name of current or last school			Is your child currently on roll at the school?
School address			Yes <input type="checkbox"/> No <input type="checkbox"/>
Previous schools attended in the UK	School name	Area/country	Dates attended / / to / /
	School name	Area/country	

2. Parents'/Carers' Details

Parent/Carer (1) Title (Please circle) Mr Mrs Miss Ms

If the name given below is not the parent, please explain why the child is not living with parents in section 5

First name		Last name	
Do you have parental responsibility for the child?	Yes / No	How are you related to the child?	E-mail address *
Home telephone number		Mobile Number *	

Parent/Carer (2) Title (Please circle) Mr Mrs Miss Ms

First name		Last name	
Do you have parental responsibility for the child?	Yes / No	How are you related to the child?	E-mail address *
Home telephone number		Mobile Number *	

3. Reason for Transfer (you must complete the section below)

Tick box for reason not attending school	Additional information needed
<input type="checkbox"/> New arrival to UK from overseas <input type="checkbox"/> Attach last school report	Previous country of residence English speaking: Yes / No If no, Language spoken:
<input type="checkbox"/> Returning to UK from overseas <input type="checkbox"/> Attach last school report	(Name of Country)
<input type="checkbox"/> New arrival to Hackney from another area in the UK	(provide name of borough/town you have come from)
<input type="checkbox"/> Permanent exclusion from a school or withdrawn by parent for other reasons	(provide name of school if different from above, include details under question 5)

If your child is currently on roll at a school, you should arrange to meet with the Headteacher or Head of Year at your child's school to discuss the transfer and ask the Headteacher or Head of year to complete and sign the Part 2 form (pages 3&6) attached before returning both forms to the address at the top of the form. The information requested on the Part 2 form is important as it will assist the transfer process or help us to decide whether your child is eligible to be considered under the Fair Access Protocol, if your preferred schools are unable to offer a place.

4. School Preferences

Please write the name and address of up to four schools which you wish to apply to. **You must list the schools in the order you prefer them.** You should include all state-funded schools, academies and free schools which you wish to apply to, not including any schools outside Hackney. Please see page 5 to find out how you can make an application for schools out of the borough. You should include the details of any sibling (brother or sister) who is **currently** attending the school below. Applications for private fee-paying schools must be made separately, direct to the school.

Preference 1	Brother(s) or sister(s) attending this school		<input type="checkbox"/> Tick box - if documents are attached for medical/social reasons
	First name 1:	First name 2:	
	Last Name:	Last name:	
	DOB / /	DOB / /	
Preference 2	Brother(s) or sister(s) attending this school		<input type="checkbox"/> Tick box - if documents are attached for medical/social reasons
	First name 1:	First name 2:	
	Last Name:	Last name:	
	DOB / /	DOB / /	
Preference 3	Brother(s) or sister(s) attending this school		<input type="checkbox"/> Tick box - if documents are attached for medical/social reasons
	First name 1:	First name 2:	
	Last Name:	Last name:	
	DOB / /	DOB / /	
Preference 4	Brother(s) or sister(s) attending this school		<input type="checkbox"/> Tick box - if documents are attached for medical/social reasons
	First name 1:	First name 2:	
	Last Name :	Last name:	
	DOB / /	DOB / /	

5. Other information

Reasons for application - Please give the reasons below for your application including any relevant background information. Please continue on a separate sheet if necessary.

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Please continue on a separate sheet if necessary

Exceptional Medical, Social or Other Grounds

If you feel there are any exceptional medical, social or other reasons why this child should attend one particular school over another, please give details below or if there are circumstances that we should be made aware of, especially if you want the child to transfer from one school to another.

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Please continue on a separate sheet if necessary

6. Children in Care/Subject to a Child Protection Plan – This includes all looked after children and children who were previously looked after, and are now subject to an adoption, residence, or special guardianship order.

Is this child Looked After by a Local Authority			Is this child subject to a Child Protection Plan (CPP)?
If yes, please complete below:			
Local authority	Social worker name	Contact number	Yes <input type="checkbox"/> No <input type="checkbox"/>

7. Declaration

- I wish to apply for a place at each of the schools named in section 4, and I have listed these schools in my order of preference.
- I certify that I am the person with parental responsibility for the child named above and that the information given is true to the best of my knowledge and belief.
- 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 withdrawal of the offer of a school place.
- I understand that I will be required to provide proof of address and my child's date of birth when applying for a school place. Failure to provide acceptable evidence will lead to a delay in processing my application form.

Parent's/Carer's signature		Date	/ /
For office use only		HLT STAMP	
Initials:			
Part 2 attached Yes <input type="checkbox"/> No <input type="checkbox"/>			
Part 2 Requested <input type="checkbox"/>	Part 2 not applicable <input type="checkbox"/>		

ALL SECTIONS MUST BE COMPLETED BY THE CURRENT/PREVIOUS SCHOOL

iCAF – REQUEST FOR TRANSFER TO SECONDARY SCHOOL PART 2 FORM

To: Headteacher / Head of Year () of School

The parent of the child below has requested a transfer to another school. We would be grateful if you could provide the following information as listed below. **To ensure transparency between schools, please respond fully to all questions. The completed form should be returned to the parent or by email to: inyear@learningtrust.co.uk**

Pupil's name:		DOB	/	/
UPN				

PUPIL'S SCHOOL HISTORY

Q1. Does the pupil have an Education Health and Care Plan? YES NO

If not, is the pupil receiving: **SEN Support** YES NO

Q2. Key Stage 2 Results / Teacher Assessment:	Reading;	Writing;	Maths;	GPS
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Q3. Please comment below on the child's overall attainment

Q4. Is the pupil eligible for Pupil Premium?	YES / NO	Q5. Does the pupil speak English as an additional language?	YES / NO
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Q6. Home Language spoken?	Q7. Does the pupil have a Child Protection or Child in Need Plan?	YES / NO
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Q8. Is the pupil permanently excluded from the school? <i>If yes, please provide date of exclusion;</i>	YES / NO
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Q9. Is this pupil at risk of a permanent exclusion? If yes, please provide reasons below in Q15	YES / NO
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Q10. Whilst at this school, has the pupil been or is currently educated off site for behavioural issues? <i>If yes, please provide dates;</i>	YES / NO
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If still educated off-site – **Please attach a copy of the most recent Review** **YES / NO**

Q12. How many fixed term exclusions has the pupil attained in the past year?	DAYS
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Q13. How many fixed term exclusions has the pupil attained since starting the school?	DAYS
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Please provide dates and reasons for all exclusions (Q11 and Q12) or attach a print-out from your database

(Please provide an accurate history of exclusions relating to this pupil)

Q14. Agencies involved with the child/family

Education Welfare/ Attendance Service	YES / NO
Children’s Social Care	YES / NO
Young Hackney /Other Youth support Team	YES / NO
RE-engagement Unit	YES / NO
CAMHS	YES / NO
Youth Offending Team	YES / NO

Please provide a summary of the above involvement or other agencies (named contact details if possible)

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Q15. Please provide any other information relevant to this application

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Q16. What date did the pupil start at the school? / /

Q17. Did this child transfer to your school as a managed move? YES / NO
 If yes, what was the reason for the managed move?

Please provide a copy of this child’s attendance grid as recorded on your database	Percentage attendance Rate for the past year %	Percentage punctuality Rate for the past year %
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Q18. If applicable, date pupil was removed from school roll* / /

**If this child is no longer on roll – please provide reason for removal*

		SCHOOL STAMP
Name		
Designation		
Signature		
Date		

GUIDANCE NOTES FOR PARENTS WHO ARE APPLYING FOR AN IN-YEAR ADMISSION TO A SCHOOL IN 2018/19

If your child already has a local school place, we would urge you to think very carefully about the impact a change of school may have on their education. It can take a child up to six months to settle into a new school with new teachers, this can affect how they learn and potentially slow their progress.

Also think carefully about how they will get to school and the effect of moving away from their friends. If you are worried about how your child is getting on at their current school please speak to their teacher or headteacher, as it might be better to work together to address any concerns rather than changing schools. We recommend that if you do decide to change schools, your child takes up any new school place at the beginning of a school year or term so your child's education is disrupted as little as possible.

Parents'/Carers' Details

The names of all responsible adults/carers are recorded on the form for the school to approach. Please note that when parents live separately, the application must be based on one address where the child normally lives. If your child is not living with you, please provide an explanation as to the circumstances and why your child is now living elsewhere/moved into Hackney. If you change your address within a year of last applying for a school place, we will ask for more information relating to the move. **Hackney Learning Trust may withdraw an offer of a place if it has been proven that false or misleading information has been provided.**

School Preferences

You are entitled to name up to four schools in Hackney. For schools outside Hackney, you will need to approach the local authority in which the school is situated to get advice as to how to apply for schools in their area.

Sibling Connection - It is important that you state if your child already has a brother or sister (including step or foster siblings, living in the same household) attending the school as this can give your child priority for admission.

Applying to religious schools - It is important that you complete a supplementary form, which will normally need to be signed by a Priest/Vicar/Imam/Rabbi or any other religious leader in order to be considered under the religious priorities. The supplementary forms for the religious schools in Hackney are available from Hackney Learning Trust or the schools concerned. Information about schools outside Hackney which require the completion of a supplementary form is available from the local authority in which the school is situated or directly from the school.

The Part 2 form on page 3 – If your child is on roll at a school, you must take this form to the school for completion. If you are unable to get the form completed, please email us: inyear@learningtrust.co.uk

Children in Care to a Local Authority/Subject to a Child Protection Plan/Adopted or Subject to a Residence Order/Special Guardianship Order - If you are a foster carer, looking after a child who is in care or a parent/carer with a child subject to a Child Protection Plan, this must be indicated on this form in order for your application to be fully considered. This applies to a child who becomes adopted, has a special residence or guardianship order following looked after status.

Admissions Checklist:

Before returning this form, please ensure that you have:

- Enclosed an original utility bill received within the last two months and Council Tax Statement for 2018-19 as proof of address. If you are unable to provide proof of address documents – you will need to explain further.
- Enclosed confirmation of Date of Birth
- Enclosed supporting evidence, if applicable (e.g. a letter from the family doctor/hospital consultant in support of any medical or social priority request)
- Supplementary form for any religious schools - **THIS MUST BE SENT DIRECTLY TO THE SCHOOL(S) CONCERNED.**

Outcome of Application and how to remain on a waiting

All your preferences will get considered at the same time, regardless of its rank. A letter should be sent within 20 school days to let you know the outcome of your application. **An allocation cycle is run every three weeks, if you are not offered a place at any school, we will let you know the names of schools in Hackney with vacancies. Your child will also be placed on the waiting list of your preference schools. Once a place is offered your child's name will be removed from the list for other schools unless you request that their name remain on the list. We will automatically remove all pupils from the waiting lists on 31st July 2019. If you want your child's name to remain on the list, you must re-apply in August 2018 for the new academic year.**

Receipt of application:

Your application has been received by: _____
(to be signed by the Admissions officer receiving the form)

Name of Child _____

Date of Birth / /

HLT Stamp

IN-YEAR APPLICATION PROCESS FOR APPLYING TO NON-HACKNEY SCHOOLS

Local Authority Area	How to apply for a school place in another local authority area	Local authority's contact number for parents
Barking and Dagenham	Apply directly to this local authority for schools in their area	020 8215 3004
Camden	Must apply directly to the schools in this area	020 7974 1625
City of London	Must apply directly to the schools in this area	020 7332 1750
Enfield	Applications to be made to local authority except The Latymer School and Heron Hall Academies	020 8379 5501
Greenwich	Apply directly to this local authority for schools in their area	020 8921 8043
Hackney	Apply directly to this local authority for schools in their area	0208 820 7000
Haringey	Apply directly to this local authority for schools in their area	020 8489 1000
Harrow	Apply directly to this local authority for schools in their area	020 8901 2620
Islington	Apply directly online at www.islington.gov.uk	020 7527 5516
Kent	Apply directly to the schools in this borough	0300 333 6472
Lambeth	Apply directly to this local authority for schools in their area	020 7926 9503
Lewisham	Apply directly to this local authority for schools in their area	020 8314 8282
Newham	Apply directly to this local authority for schools in their area	020 8430 2000
Tower Hamlets	Apply directly to this local authority for schools in their area	0207 364 5006
Waltham Forest	Apply directly to this local authority for schools in their area	0208 496 3000

DATA PROTECTION

The London Borough of Hackney is the data controller for the purposes of the data protection Act 1998.

This means that the London Borough of Hackney is responsible for making decisions about how your personal data will be processed and used. Your data will be used for the purpose of school admissions, school admission appeals, sending you questionnaires, and assessing pupils' eligibility for various pupil benefits and services. Your data may also be used for the purpose of safeguarding children and the detection of fraud. The information you provide will be treated confidentially at all times.