



# THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust

## IN-YEAR ADMISSION FORM

This form must be used to request admission to The Palmer Catholic Academy during the academic year.

You should complete a separate form for each child you are applying for.

Please complete all the details in **BLOCK CAPITALS**, tick the relevant boxes and return this form directly to the academy office.

### 1. CHILD'S DETAILS

Forename:

Surname:

Address:

Date of Birth:

Gender:

Current Year Group: Year 7  Year 8  Year 9  Year 10  Year 11

Is your child new to the UK? YES  NO

If yes, please provide date arrived:

Does your child have 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 academy.

#### Children in Local Authority Care or Previously in Local Authority Care

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 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 function (see the definition in Section 22(1) of the Children Act 1989).

Does your child qualify under the above statement? YES  NO

If yes, which authority is/was the Corporate Parent?

If yes, please provide us with the names and contact details of any professionals associated with this child

2. PARENT/CARER DETAILS			
Title:	Forename:	Surname:	
Relationship to Child:			
Telephone Number 1:		Telephone Number 2:	
Email Address:			
Do you live at the same address as the child? YES <input type="checkbox"/> NO <input type="checkbox"/> If no please provide full address here:			
3. CURRENT & PREVIOUS SCHOOL DETAILS			
Current School:		Address:	
Reason for Leaving:		Date last attended or still attending:	
Previous School:		Address:	
Reason for Leaving:		Date last attended or still attending:	
4. PARENT/CARER DECLARATION			
<p>When completing your Admissions Application for your child, please read the following carefully and confirm your agreement by signing the form. I understand that:</p> <ol style="list-style-type: none"> <li>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 academy via this application will be only used to help arrange admission to the academy in line with the academy's Admission Criteria.</li> <li>2. I give permission to the academy 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.</li> <li>3. The academy undertake that they have a place a level of security appropriate to the nature of this information and further undertake that they will: <ul style="list-style-type: none"> <li>• 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.</li> <li>• Keep all information about you or your child accurate and up to date (to help us do this, please keep us informed of any changes to your details)</li> <li>• Process your information in accordance with your rights under the Data Protection Act.</li> </ul> </li> </ol> <p>Please contact the academy if, after 15 school days, you have not been informed whether a place can be offered. If the academy cannot offer a place, the academy will send a letter advising you. If you have any further questions, please contact the In-Year Admissions Team on 0208 590 3808 or via email at office@tpc.academy</p>			
Signed:		Print Name:	Date:
<b><u>Please return this form directly to the academy office</u></b>			
5. ACADEMY'S DECISION – ACADEMY USE ONLY			
DATE FORM RECEIVED:		DATE OF NOTIFICATION OF OUTCOME:	