

IN YEAR ADMISSION APPLICATION FORM

Please carefully read the Bishop Justus CE School's (Academy) Admission Arrangements for the relevant year of admission, which is published on the Academy's website and available in hard copy form from the Academy's main office, and the guidance information regarding in year applications, before completing this form.

Please note that, if you are seeking admission to a different year group than your child's own normal year group, then you will need to make an application for out of age group admission as detailed in the Academy's admission arrangements for the relevant year of admission.

Part A - Child's Details

Child's Full Legal Name

Child's Date of Birth

Child's Home Address

Home Local Authority

Part B – Parent/ Carers Details

Parent 1 Full Name

Relationship to Child

Parent 1 Home Address

(if different from the
child's home address)

Parent 1 Email Address

Parent 1 Contact Tel No.

Parent 2 Full Name

Relationship to Child

Parent 2 Home Address

(if different from the
child's home address)

Parent 2 Email Address

Parent 2 Contact Tel No.

If another adult has parental responsibility and lives at a different address from the child, please include details below

Part C - Child's Schooling

Is your child currently attending school	Yes/ No
	If Yes, please provide name and address of school:
	If No, please provide name of the last school attended: Date of last attendance:
Previous Schooling Please detail any additional schools attended in the last 3 years	
Is your child home educated	Yes/ No
	If Yes, please provide dates of home education:
Year group being applied for	
Proposed start date for the in year admission application	

Part D – Application Priority

Please indicate whether you are making an application under the priority criteria detailed below

	Yes/ No
Child looked after and previously looked after children as defined in the Academy's admission arrangements for the relevant year of entry	
Children of staff as defined in the Academy's admission arrangements for the relevant year of entry	
If Yes, please provide details of the relevant member of staff: Name:	
Sibling as defined in the Academy's admission arrangements for the relevant year of entry	
If Yes, please provide details of the relevant sibling: Name:	
Date of Birth:	

Part E – Additional Information

Please provide additional information about why you want a place at the Academy for your child to include information about the following:

- Reason for in year application
- Is the child at risk of permanent exclusion at their current school
- Has the child moved into the area
- Has the child newly arrived from overseas, including language difficulties

Please provide the last report from the child's last school.

Does your child have an EHCP	Yes/No	If Yes, please provide details
Does your child have Special Educational Needs	Yes/No	If Yes, please provide details
Does your child have a Disability	Yes/No	If Yes, please provide details

Is your child at risk of permanent exclusion	Yes/No	If Yes, please provide details
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If your child has received support from any agencies, please add the contact details

Agency	Contact Name and Details	Agency	Contact Name and Details
Behaviour support		Education Welfare	
Bromley Children Project/ IASS		Learning Support	
CAF Team		Paediatrician	
CAMHS		Speech and Language	
Counselling/ Bromley Y		Social Services	
Drugs Actions Team		Youth Offending Service	
Education Psychology		Other, please state	

Part F – Parental Declaration

I certify that I am the parent/carer with parental responsibility for the applicant child named in Part A and that the information that I have provided in this form is true and accurate, to the best of my knowledge and belief

I understand that information and accompanying paperwork will be held in confidence by Academy and only shared with the local authority where it is necessary.

I confirm that Academy can contact my child's previous school(s) and agencies for further information and that school and agency is authorised to provide the requested information.

I understand that this application will not be processed without all the supporting documents.

I have completed all sections fully.

Signature	
Name	
Date	

Please return the completed form to admissions@bishopjustus.bromley.sch.uk.
A decision will be communicated to you within 15 school days of the receipt of the completed application and supporting information



School Use Only	
Date of Receipt of Application	
Outcome of Application If refused reasons	
Date of notification of outcome to parents and local authority	