

## IN YEAR ADMISSION APPLICATIONS – GUIDANCE INFORMATION

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 and submitting the Academy's application for in year admission.

### 1. Application Process

- The admission authority for the Academy has agreed that the Academy will administer in year application for places at the Academy.
- Parents of children who wish to apply for a place at the Academy must complete the in year Admission Application Form found at <https://www.bishopjustus.bromley.sch.uk/Admissions/>
- Please see the guidance at 2 below regarding the completion of the in year Admission Application Form.
- Parents will be notified of the outcome of an in year application for a place at the Academy in writing within 15 school days of receipt of fully completed application with the relevant supporting documents.
- All applications must be submitted to:  
[admissions@bishopjustus.bromley.sch.uk](mailto:admissions@bishopjustus.bromley.sch.uk)

### 2. Application – Please complete the In Year Admission Application Form. In doing so, please note the following:

- Part A – The Child's Home address is as defined in the Academy's Admission Arrangements for the relevant year of entry. You and your child must be resident at the application address before submitting the application form. Future or temporary addresses will not be taken into account. The address must be the child's permanent address.  
Home Local Authority – Local authority to who council tax is paid
- Part B - The applicant parent must have parental responsibility for the child. Where both parents share responsibility we would accept that the child lives with the parent who is entitled to register for child benefit. Recent change of parental responsibility will only be accepted under exceptional circumstances or the change is supported by a court order.  
If you are not the parent but you are a close relative, i.e grandparent, sibling, aunt, uncle or step-parent you will need to provide proof of your relationship to the child.  
If you are not the parent or a close relative, you must provide legal documentation to confirm the arrangement.
- Part C – It is important that you provide us with details of your child's previous schools so that we are aware of their schooling history
- Part D – If your application for an in year place is on the basis that your child is:
  - A child looked after and previously looked after children
  - A child of a member of staff
  - A sibling

Please ensure that the application meets the criteria detailed in the Academy's admission arrangements for the relevant year of entry.

- Part E – Please provide us with any other additional information to support your application.
- Part F – Please read and complete the declaration which includes your consent to contact previous schools or agencies to obtain more information where necessary in order for us to make an informed decision regarding the in year application for your child.

3. Documents required to support your application

When returning the form please ensure that you have provided copies of the documents listed below. Please provide photocopies – do not send originals. If you are sending your application via email, we can only accept PDF attachments, please do not send photos.

- Current council tax statement or registration email if resident in England and Wales.
- Child's full birth certificate – so we can verify parental responsibility.
- School report – Please enclose a photocopy of the child's most recent report (not mandatory)
- Confirmation must be supplied by the social worker or Local Authority where the in year application is made on the basis of a child looked after, or a child who was previously looked after.
- Where the application is on the basis of a sibling, confirmation of parental responsibility must be provided for the sibling.