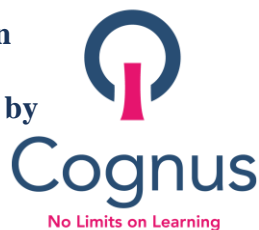


# Application for In-Year Admission to Sutton Schools

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## 1. CHILD DETAILS

<b>Child's Surname</b>			
<b>Child's First Name</b>		<b>Middle Name(s)</b>	
<b>Child's Date of Birth</b>		<b>Gender</b>	MALE / FEMALE
<b>Home Address</b> (This should be the child's normal place of residence, not a relative's or carer's address)	Postcode:		
<b>Date moved to this address</b>			
<b>Council Tax Reference</b>			
<b>Previous Address and reason for house move</b> (if within last 2 years)	Address: Postcode: Reason for house move:		

Name of the Sutton school(s) that you want to apply for, in preference order	
<b>Preference 1</b>	
<b>Preference 2</b>	
<b>Preference 3</b>	
<b>Preference 4</b>	
<b>Preference 5</b>	
<b>Preference 6</b>	

If this child has a sibling at any of the schools named above, please complete details below (By sibling we mean a brother or sister who is part of the same family unit, and ordinarily living at the same address)			
<b>Name of Sibling</b>		<b>Date of Birth</b>	
<b>Name of School</b>		<b>Gender</b>	<b>Male/Female</b>

<p><b>If there are any exceptional reasons why this child should attend one of the schools named above, please <u>outline</u> the reasons below.</b> You must provide professional evidence to support your case. This evidence may be from a hospital, GP, Social Worker, School Attendance Service or other professional. However, you should note that providing reasons and evidence does not automatically give your child priority for a place.</p>
<p><b>Which school do you wish these reasons to be considered for?</b></p>

<b>Name and address of current school or last school attended</b>	Post Code:
<b>Date started current school</b>	

<b>Reason for change of school or, if not currently in school, the reason for leaving previous school</b> (Please continue on a separate sheet of paper if necessary)	
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**2. IF YOUR CHILD LIVES IN SUTTON AND IS NOT OFFERED ONE OF YOUR PREFERENCE SCHOOLS - the information below may be used to find an alternative school.**

Other schools attended: Please name all schools previously attended before the current school			
Name of School	Address	From	To

Has your child been permanently excluded in the last 12 months?	YES / NO	Details:	
Has your child had any fixed period exclusions in the last 12 months?	YES / NO	Details:	

Does your child have an Education, Health & Care Plan (EHCP)?	YES / NO	Previous Local Authority:	
Does your child have special educational needs (but no EHCP)?	YES / NO	Details (attach any relevant reports):	

Is the child 'looked after' or previously 'looked after' by a Local Authority?	YES / NO	Local Authority: Name of Social Worker: Email address:	
Are they open to (or have they been open in the last 12 months to) Social Care as a Child in Need or under a Child Protection Plan?	YES / NO	Local Authority: Name of Social Worker: Email address:	
Is the child in kinship care?	YES / NO	If YES, please attach relevant documentation	
Is the child living in a refuge or other Relevant Accommodation?	YES/NO	Further information:	

Is the child a United Kingdom national?	YES / NO	If NO, nationality:	
If NO, please confirm that you have checked your child's eligibility to free education whilst in the UK?	YES / NO	You MUST check your eligibility at <a href="https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children">https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children</a> <b><i>If your child is here on a 6-month Standard Visitor or 11-month Short-term Study visa, you are not eligible to make this application</i></b>	
Does the child require additional support with English?	YES / NO	Child's first language:	
Is the child of Gypsy, Roma or Traveller heritage. Are they an asylum seeker or refugee?	YES / NO	Any school support needed:	

Is the child a baptised Catholic, Christian or member of other faith group with evidence of membership?	YES / NO	Faith group (please submit evidence of membership with your application):	
If you are not offered a preference school, would you consider a Catholic school as an alternative?	YES / NO	If YES, would you be committed to upholding the school's Catholic ethos and faith	YES / NO



### 3. CURRENT/PREVIOUS HEADTEACHER STATEMENT

Please continue any section on a separate sheet if necessary

<b>Is the child still on your school roll</b>	YES / NO
If <b>on-roll</b> , please give details of any steps taken to resolve any complaints or conflicts:	
If <b>off-roll</b> , please give date and reason from the Pupil Registration Regulations:	

<b>Attendance rate for last 12 months</b>	%
If unsatisfactory, were there any underlying reasons for this and indicate any attendance action/strategies taken:	

<b>SEN Stage</b>		<b>Primary Need</b>	
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<b>Key Stage Results &amp; any learning support:</b>

<b>Details of any exclusions:</b>

<b>Other services involved:</b>

<b>In considering the application for a school place, do you have any other comments to make to enable us to make a decision relating to the placement/level of support required?</b>

Name		Date	School stamp
Position within School			
Name of school			
Telephone number			

**YOU SHOULD NOW PASS/SEND THIS FORM BACK TO THE PARENT**

## 4. PARENT/GUARDIAN/CARER DETAILS

	APPLICANT		SECOND CONTACT (OPTIONAL)	
Title of Parent/Guardian/Carer	Mr/Mrs/Miss/Ms	Initials	Mr/Mrs/Miss/Ms	Initials
Surname of Parent/Guardian/Carer				
Relationship to child (if you are not the child's parent and the child is not in the care of a Local Authority, you must provide a letter from the parent to explain the circumstances, or a copy of official documentation to show legal guardianship of the child)				
Address, if different to that of the child				
	Post Code:		Post Code:	
Home telephone number				
Work telephone number				
Mobile telephone number				
Email address				

### Declaration and Undertaking

- I am the person with parental responsibility for the child named in this application, and we ordinarily reside at the address provided
- The information I have given is true to the best of my knowledge and belief
- I will notify the Cognus School Admissions Team of any changes to the details in this application as they occur
- Any false, deliberately misleading, or withheld information may render this application invalid, and could lead to the application and any associated school offer to be withdrawn
- I have checked and have confirmed my child's eligibility for state-funded education
- The school Admissions team and allocated school may contact others named on this application form for additional information
- I have read the Privacy Notice <https://cognus.org.uk/privacy/> and understand how my information may be used

**Applicant's Name** ..... Your relationship to child .....

(Please print name of Parent/Guardian/Carer)

**Do you have parental responsibility for this child?** YES / NO

Signature ..... Date .....

**Second Contact's Name** ..... Your relationship to child .....

(Please print name)

**Do you have parental responsibility for this child?** YES / NO

Signature ..... Date .....

## 5. THE NEXT STEPS

You should now ensure that you have enclosed a copy of the following information:

- Non-Sutton residents:** a copy of the current council tax bill for the home address, which shows your name
- Sutton residents:** your council tax reference number
- Any professional evidence to support a social or medical priority application
- For those new to or returning to the UK: a copy of the child's latest school report, dated within the last 6 months if in English
- If the child is not a UK National: you must check your child is eligible to attend a state-funded school. If your child is here on a 6-month Standard Visitor or 11-month Short-term Study visa, you are not eligible to make this application, but can contact [suttonadmissions@cognus.org.uk](mailto:suttonadmissions@cognus.org.uk) for advice
- For those arriving or returning to the UK: evidence to confirm the child's arrival in the UK
- If you are not the child's parent and the child is not in the care of a Local Authority: a letter from the parent to explain the circumstances or a copy of the official documentation to show legal guardianship of the child
- If the child is or has been in the care of a Local Authority: a copy of any Order reflecting the current status and a letter from the local authority to confirm the child's Looked After status

You may then **scan and email these documents to** [suttonadmissions@cognus.org.uk](mailto:suttonadmissions@cognus.org.uk) or post the completed form and a copy of the supporting information to **Cognus School Admissions Team, London Borough of Sutton, Cantium House, Station Approach, Wallington, SM6 0DZ.**

Document: Application for In-Year Admission to Sutton Schools

Creation Date: 25/10/2018

Version: 1.7

Revision Date: 28/06/2023

Intended Audience: Public

Classification: Public - Information that can be released to the public