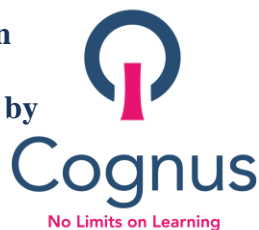


Application for In-Year Admission to Sutton Schools

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1. CHILD DETAILS

Child's Surname			
Child's First Name		Middle Name(s)	
Child's Date of Birth		Gender	MALE / FEMALE
Home Address (This should be the child's normal place of residence, not a relative's or carer's address)	Postcode:		
Date moved to this address			
Council Tax Reference			
Previous Address and reason for house move (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	
Preference 1	
Preference 2	
Preference 3	
Preference 4	
Preference 5	
Preference 6	

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)			
Name of Sibling		Date of Birth	
Name of School		Gender	Male/Female

<p>If there are any exceptional reasons why this child should attend one of the schools named above, please <u>outline</u> the reasons below. 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>Which school do you wish these reasons to be considered for?</p>

Name and address of current school or last school attended	Post Code:
Date started current school	

Reason for change of school or, if not currently in school, the reason for leaving previous school (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 https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children <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>	
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

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

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

SEN Stage		Primary Need	
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Key Stage Results & any learning support:

Details of any exclusions:

Other services involved:

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?

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 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 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.**

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