

In Year Admission Application Form

Thank you for applying to The Victory Academy. Please complete this application form in BLOCK CAPITALS and return it to us by either: Post: FAO: Miss W Reeve, The Victory Academy, Magpie Hall Road, Chatham ME4 5JB or Email: admissions@thevictoryacademy.org.uk

Information regarding in-year admissions can be found on our website, www.Thevictoryacademy.co.uk or www.medway.gov.uk/inyearadmissions

We obtain this data to enable us to function effectively as an education provider or for statutory reasons. For further information on how yours or your child's data is used, shared, kept secure and retained please refer to our Privacy Notice which can be found at www.tsatrust.org.uk. If yours or your child's data changes at any point, please contact us at The Victory Academy so that we can amend the data.

This application will be processed and places offered in line with our Admissions Policy and Protocol, which can be found on our website. We will notify you of the application outcome in writing within 15 school days.

Section A: To be completed by the Parent/Carer

Reason for application:	
House move within Medway	Wishing to change schools in Medway
New arrival to the UK	Moving to Medway: Date:

About the Child:	
First Name(s):	Surname:
Address:	Date of Birth:
	Gender:
	Year group:
Current School or Last school attended	

Children in Care

Has your child been in public care or adopted, i.e. has your child been looked after by a local authority/subject to an adoption, child arrangements or special guardianship order /in state care or adopted outside of England? YES/NO
IF YES, WHICH AUTHORITY IS/WAS THE CORPORATE PARENT?

Parent/Carer Details:		
Title:	First Name:	Surname:
Relationship to child:		
Address: (if different from above)	Email:	
	Phone Number:	
Do you have parental responsibility? Yes/No	Are you a UK service personnel or other crown servant: Yes/No	

Siblings:	
Does the child have any siblings attending another TSAT school?	Yes/No
Is yes: please state name and school:	Sibling 1:
Sibling 2:	Sibling 3:

Additional Information:	
Have you withdrawn your child from School: Yes/No	If yes, Please provide reason:
For transfer to Year 10 or Year 11, please be aware that your child's course options may not be available.	
Each local authority must have a Fair Access Protocol. Information about Medway Council's Fair Access Protocol can be found at medway.gov.uk/inyearadmissions	
The questions below will help identify whether your child is eligible to be referred to the Fair Access Panel if the school you are applying for cannot offer a place.	
<i>You must answer these questions accurately.</i>	
Has your child been subject to a Child in Need Plan or Child Protection Plan in the last 12 months?	Yes/No
Is your child living in a refuge?	Yes/No
Is your child in the criminal justice system?	Yes/No
Has your child been permanently excluded in the last two academic years?	Yes/No
Has your child had fixed term exclusions in the last two academic years?	Yes/No
If yes: please confirm number of days	
Is your child currently attending alternative provision?	Yes/No
Does your child have special educational needs, a disability or medical conditions?	Yes/No
If Yes please specify:	
Is your child a carer?	Yes/No
Is your child homeless?	Yes/No
Are you or your child Gypsy, Roma, Traveller, a refugee or asylum seeker?	Yes/No
Has your child been out of education for four or more weeks?	Yes/No

Parent/Carer Declaration:	
I certify that I am the parent/carers with parental responsibility for the applicant child named on this form.	
I certify that the information I have given is true and complete and that any false or misleading information given on the application form may render this application invalid or lead to the offer of a place being withdrawn even if my child has started school.	
I understand that my application may be referred through the Fair Access Protocol and agree for the information provided on this form to be shared with the relevant panel and appropriate officers in children's services as part of the admissions procedures.	
Signature of Parent/Carer	Date:

Once you have completed this form, you must return it to the school you want to apply for. The school will contact you directly with the outcome within 15 school days.

To be completed by the school applied for

Name of school applied for:	
Date application received:	
The statutory deadline for providing an application outcome to the applicant is 15 school days.	
The school must complete this section and return the whole form to School Admissions & Transport within two school days of the application outcome being determined.	

If a place is offered

Date offered	
Start date:	
Withdrawn date:	
Reason for withdrawal:	

If a place is not offered

Was a place available?	Yes/No
If yes, why was a place not offered?	
Have you provided a refusal letter to the applicant giving the reason for refusal and right of appeal?	Yes/No
Does the pupil meet the criteria to be referred to the Fair Access Panel?	Yes/No
If yes, please consider whether you can offer under the Protocol. If you can offer, update this page accordingly and submit the form to School Admissions & Transport. If you cannot offer under FAP, return this form along with a completed FAP referral form and any relevant documents.	

Once this form is completed, please return it to casualadmissions@medway.gov.uk

Alternatively, post it to: School Admissions & Transport, Medway Council, Gun Wharf, Dock Road, Chatham, ME4 4TR

Section B: To be completed by child's current school or the most recent school in the UK

School Information: This is required to enable the correct support to be arranged prior to your child starting at The Victory Academy

STUDENT DETAILS			
Surname		Forename	
Date of Birth		Current School	
UPN		Year Group	
ULN		First Day of Attendance	
UCI		Date of leaving	

SEN/LAC/SAFEGUARDING			
N = None	Yes/No	IEP	Yes/No
M = Monitor	Yes/No	PSP	Yes/No
K = SEN Support	Yes/No	CP/CHIN/CAF (circle as appropriate)	Yes/No
EHCP – Statement	Yes/No	LAC	Yes/No
Details:		Pupil Premium	Yes/No

ATTENDANCE (please attach latest attendance certificate)			
Attendance %		Period Covered	
Is student still attending		Last Attended	
Punctuality		APPE/EWO Involved	

EXCLUSIONS (Please attach copy of behaviour log)		
Date	Length	Reason

ATTAINMENT					
KS2	Level	Date	CATS	Level	Date
Reading			Verbal		
Writing			Non-Verbal		
Maths			Quantitative		
Science			Spatial		
			Mean		
Other					
Reading Age			Spelling Age		

Current Working at Grades/Levels					
English			History/Geography		
Maths			Language		
Science			DT		
KS4 Options Current Working At Grades/Levels					
Subject	WAG	Predicted	Subject	WAG	Predicted

OTHER AGENCIES INVOLVED			
Education Psychologist Service		Social Services	
Behaviour Support Service		Attendance Advisory Service (AAP)	
Physiotherapist		Occupational Therapist	
Speech and Language Therapist		Youth Offenders Team	
Police		Inclusions Team	
Other (please provide details)			
Continued Other Agency information:			

Has the transfer been discussed with the school?	Yes/No
Do you support the transfer application?	Yes/No

Please add any further comments you think we may find useful:

NAME		DESIGNATION	
TELEPHONE		EMAIL	
SIGNED		DATE	