

In-year (casual) admission application form

Please fill in all the details and return this form directly to the school you are applying to.

Please ensure you complete all sections. Please write in black ink and use BLOCK CAPITALS.

If you wish to apply for a place at a Medway school in your child's current year group, you should complete this form and submit it to the school(s) that you are applying for.

Information about Medway schools and the in year casual admission process can be found at:
www.medway.gov.uk/admissions

- The school may require you to complete a Supplementary Information Form (SIF) to be considered alongside your application. This is to prioritise your child correctly against the school's oversubscription criteria.
- If you are applying for a Medway grammar school, they will contact you regarding testing/assessment arrangements once you have submitted your application.
- If the school has a vacant place and your child has the highest eligibility against the oversubscription criteria then the school must offer it to you. The only exception to this is where a child has been permanently excluded from two or more schools previously. If you are unsure whether this applies to you, please contact the School Services Team.
- Schools **must** provide you with a formal written outcome to your application, whether it is an offer or not. This outcome must advise you of the right of appeal (if not offered a place) and detail how you can join their waiting list if they have one.
- If the school is unable to offer your child a place they **must** advise you of your legal right of appeal. Any appeal request should be made in writing to the school direct.

If you have approached schools and are having trouble finding a place, you can contact the School Services Team, and we will let you know where there are currently places available.

Email: casualadmissions@medway.gov.uk

Phone: 01634 331155

Web: www.medway.gov.uk/admissions

School being applied for

Child's details

Child's surname: Child's forenames:

Child's date of birth: Child's gender: Male Female

School year group

Full address:

Postcode:

Child's current school:

DFE No: This can be found on the Medway Council website or from the school

School's full address:

Postcode:

Does your child have an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs? Yes No

If yes, please contact the Medway Council SEN Team: seneducationteam@medway.gov.uk

Is your child in public care or adopted? Yes No

Parent/carer's details

Parent/carer title: Surname: Forename:

Relationship to child: Mother Father Other (please state)

Phone number: Home Work Mobile

Email address:

Full address, if different from child's address above: (leave blank if the same)

Postcode:

Are you a crown servant? Yes No If yes please ensure proof of posting is provided with this application.

Declaration and signature of parent/carer

The information I have provided on this form is correct and true to the best of my knowledge. I understand that if, at a later date, any of the information is found to be incorrect I may lose any place allocated to my child.

I give permission the the school to process all the information given in accordance with the admissions criteria and processes and to share this information with the local authority.

Signed: Date:

Print name:

For school information only

- Please ensure you process this application and provide the applicant with their outcome letter within a reasonable time.
- Once the application has been processed please complete all of the details on the Medway Council School Services notification proforma and return it to casualadmissions@medway.gov.uk along with a copy of the application, within 48 hours of issuing the outcome.