



Application for a place at St Luke's School made during the school year

If your child has a statement of special educational needs **you do not need to complete this form.** Please contact the SEN team of the local authority that maintains the statement.

IMPORTANT: Before sending this form, check that you have:

- Filled out Sections 1 to 6
- Signed the form - Section 7
- Enclosed the following documents:

1. Proof of address

Your most recent Council Tax bill or Housing Benefit letter or tenancy agreement, or a mortgage or rental statement.

2. Proof that you are currently resident at this address

A utility bill such as gas or electricity. This must be dated within the last 3 months.

3. Proof of your child's date of birth

For example, their NHS medical card.

- Tick if you have attached any additional documents or pages that support your application.

Section 1 Information about your child

First name(s):.....

Last name:.....

Home address:.....

.....Post code:..... Borough of residence:.....

Date of birth: Gender: Male / Female (delete as appropriate)

Date from which school place is required.....

Name of current or previous school (or write 'none'):.....

School address:.....

Town/Country of school:

Name of Year Head/Class Teacher:

Telephone:..... Is your child still attending? Yes / No

If no, date of last attendance:

Have you recently moved? Yes / No *If yes, give your previous address:*

.....

Are you are planning to move in the near future? Yes / No

If yes, give your new address and the date you will be moving:

New address:.....

..... Date of move:

Section 2 Information about you parent or carer details

Mr / Mrs / Miss / Ms / other..... First name.....

Last name.....

Relationship to child:

Home telephone:

Work telephone:

Mobile:

Email:

Is your address is different from the child's address?Yes / No

If yes, explain why on a separate page.

Do you have parental responsibility for the child?Yes / No

We can only accept applications from a person who is legally responsible for the child.

Is your child fostered through a private arrangement?*Yes / No

** You have a duty to inform the local authority if the child is fostered through a private arrangement with the child's birth family. Private fostering refers to carers who are NOT step-parents, grandparents, siblings, aunts or uncles and who do NOT have parental responsibility.*

Are you a Crown Servant applying for a school place as a result of a posting?Yes / No

Section 3 Why are you applying?

My child does not currently have a place in any school

Please explain why and how long your child has been out of school on a separate page

A change of address / move Please make sure you fill out the details in **Section 1**

My child was removed from school roll Please give the reasons on a separate page

Child has been placed in local authority care or was previously looked after

Please fill out **Section 4**

Issues in current school Please fill out **Section 5** about transfers between schools

Other reason Please make a note of the details on a separate page

Other circumstances *this information may help us to find your child a suitable school place more quickly and help the school to set in place the appropriate support for your child.*

Does your child have a social or medical reason to attend a specific school?.....Yes / No

Please refer to the guidance about the evidence you need

Does your child have special education needs (but not a statement)?Yes / No

Is your child a young carer?Yes / No

Has your child been permanently excluded or at risk of permanent exclusion?Yes / No

Does your child have a history of attendance problems?.....Yes / No

Please state his/her first language:.....

If you answered yes to any question, please make sure you provide details and any relevant documents.

Section 4 Looked After Children/Previously Looked After

Are you:

1. A foster carer looking after a child who is in care? Yes/No
2. A parent whose adopted child was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order*? Yes / No

If you answered yes to either 1 or 2, please also provide a letter from the social worker confirming the legal status of the child and the local authority with which the child is in care or was in care. Please note point 2 only applies if the child was previously looked after in England or Wales.

Section 5 Transfer requests between schools

If you are requesting a transfer to another local school it is important for you to discuss this with the headteacher or head of year of your child's present school **first**. Please give your reason for requesting the transfer and ask the headteacher or head of year to sign below.

.....
.....

Signature of Headteacher/Head of Year:

Section 6 Signature

- I certify that the information I have given on this application form is correct.
- I authorise the school to check the details with any relevant body.
- I understand that any false or deliberately misleading information on this form and/or supporting information may make this application invalid and could lead to the offer of a place being withdrawn.

Signature:

Date:

Print name:.....

Your request will be processed within 20 school days you will receive a written confirmation of the outcome.