



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

**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, birth certificate or passport.

☐ 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..... Current Year Group:.....

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(s).....

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** - 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 **this** school?.....Yes / No  
*Please refer to the guidance about the evidence you need*

Does your child have special education needs (but not an EHCP)? .....Yes / No

Does your child have an Education Health Care Plan (EHCP)?.....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: .....

## Section 6 Waiting List

If there is no place available at the time of application do you wish to be kept on the school waiting list?  
Yes / No

## Section 7 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:.....

*We endeavor to process all applications within 20 school days and you will receive a written confirmation of the outcome.*