

Request for Admission to Arnold Hill Spencer Academy



**ARNOLD HILL
SPENCER ACADEMY**

YOU MUST COMPLETE ALL SECTIONS OF THIS FORM

Before completing this form please refer to the admissions criteria on the Academy's website.

Please return your completed application to Arnold Hill Spencer Academy at the address shown on page 4 along with all the relevant documentation.

If you do not hear within 10 school working days, it is likely that we did not receive your completed application form so please contact us on 0115 9554804. It is your responsibility to follow this up; proof of postage is not proof of receipt.

I. ABOUT YOUR CHILD

Child's Surname/Last Name: Child's First Name:

Child's Middle Name/s: Date of Birth: Current School Year:

Child's current address:

..... Post code:

Nationality: Language spoken at home:

Child's first language: Gender: Male ☐ Female ☐

Is this your child's first school in the UK? **No** ☐ **Yes** ☐

Name and address of present /previous school:

..... Date last attended:

2. INFORMATION AND SUPPORT

To help us make sure your application is dealt with quickly, and so that we can arrange the appropriate support for your child please answer **ALL** the following questions. Please circle the correct answer, i.e. yes

Is your child looked after by the Local Authority (in Public Care) or a previously 'Looked after' child	Yes	No
<i>If yes please give name and contact number of Social Worker</i>		
<i>Name of Local Authority responsible for the care of the child</i>		
If your child was previously 'looked after' but is no longer looked after because they were adopted (or became subject to a residence order or special guardianship order) you must provide a copy of the adoption order* or special guardianship order* with your application. <i>*An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).</i>		
Does your child/family receive support from Social Care, Police or any other external agency?	Yes	No
<i>If 'yes' please details and name of contact</i>		

Does your child have a Statement of Special Educational Needs or Education Health and Care Plan?				Yes	No
If yes, please attach a copy of the most recent plan to this application					
Does your child have physical/mobility issues?				Yes	No
<i>If yes, please give details</i>					
Does your child need extra support for behaviour in school?				Yes	No
Is your child attending a Learning Centre or Pupil Referral Unit?				Yes	No
Has your child ever been excluded from a school for a fixed period?				Yes	No
<i>If 'yes' please give dates below:-</i>					
<i>From</i>		<i>To</i>		<i>No of days</i>	
<i>Reason/s for exclusion</i>					
<i>From</i>		<i>To</i>		<i>No of days</i>	
<i>Reason/s for exclusion</i>					
Is your child at risk of being permanently excluded from school?				Yes	No
Have you withdrawn your child from school because of exclusion or possible threat of exclusion?				Yes	No
Has your child ever been home educated?				Yes	No
<i>If yes, please give dates and details</i>					
Has your child been attending normal school lessons in the last month?				Yes	No
<i>If no, please provide details</i>					
Does your child have a history of attendance difficulties?				Yes	No
Please enter your child's current attendance percentage?				Please attach an up to date attendance certificate from your child's present or previous school. %	
Is your child currently attending school?				Yes	No
If no, please provide date last attended school?					
Is your child returning from the Criminal Justice System?				Yes	No
Are your family Refugees or Asylum Seekers?				Yes	No
Do you consider yourself to be a Traveller family?				Yes	No
Is your child a Young Carer?				Yes	No
Is your application due to your family fleeing Domestic Violence/Abuse?				Yes	No
Are you employed as a Crown Servant or UK service personnel?				Yes	No
Has your child been at their previous school less than 6 months?				Yes	No
Has your child had more than 3 previous schools?				Yes	No

Enter details of any brother(s) or sister(s) attending Arnold Hill Spencer Academy:			
Name	Date of Birth	Name	Date of Birth

Why do you want your child to transfer to Arnold Hill Spencer Academy?
Please give as much detail as you can to support your request (attach additional pages if necessary):

If your request for a change of school is NOT as a result of a change of address, please complete the following:

Please give details of the school staff you have worked with to try to resolve your child's present difficulties:

Teacher /Tutor/Head of Year Date(s) contacted:

Assistant Head/Deputy Head/Head Teacher Date(s) contacted:

Other (please specify): Date(s) contacted:

IF YOU HAVE NOT DISCUSSED YOUR CONCERNS OR TRIED TO RESOLVE YOUR CHILD'S DIFFICULTIES WITH THE PRESENT SCHOOL, WE WILL REFER YOU BACK TO THE SCHOOL BEFORE TAKING ANY ACTION ON YOUR REQUEST.

YOUR CHILD MUST CONTINUE TO ATTEND THEIR PRESENT SCHOOL UNTIL A CHANGE OF SCHOOL TAKES PLACE. FAILURE TO DO SO MAY RESULT IN COURT ACTION.

3. PARENT/CARER DETAILS

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Rev ☐ Other ☐

Forename(s): Surname:

Your relationship to the child

Mother ☐ Father ☐ Carer ☐ Other ☐ (please specify)

Full address of Parent/Carer

.....

..... Post code:

Landline telephone number: Mobile:

Email address:

4. The documents listed below need to be provided by you with the completed application.

Documents	Notes*
Latest School Report ☐	
Up-to-date attendance certificate ☐	
Behavioural information/reports/exclusions (where appropriate) ☐	
Statement of Educational Needs/Educational Health & Care Plan ☐	

4a. Your child's admission may be delayed if these documents are not produced at the admissions meeting. *Note only original documentation will be accepted:*

Documents - Safeguarding		Notes*	Checked By*
Two different proofs of address from opposite	Driving license ☐		
	Utility bill ☐		
	Bank/building society correspondence ☐		
	Other ☐		
Plus One form of Parent/Carer's Photographic ID from opposite	Passport ☐		
	Driving license (photo card) ☐		
	Other ☐		
If not the parent; official proof of Parental Responsibility ☐			
In addition, if your child has been at his/her previous school for less than 6 months , has had more than 3 previous schools , or joining us from outside the UK , please also provide the following documents			
Child's Birth Certificate/Adoption Certificate ☐			
Child's Passport ☐			
Proof of residency (Non-EU countries) ☐			
Proof of Parental Responsibility if not the parent and if not already supplied above ☐			

I confirm that:

- I am the person with parental responsibility for the child named on page one of this form and that all the information given on this form is correct
- I understand that my child's place may be withdrawn if it is proven to have been obtained on the basis of fraudulent or misleading information

Signature (Parent/Carer) Date

Please return this completed form to: **Student Admissions, Arnold Hill Spencer Academy, Gedling Road, Arnold, Nottingham NG5 6NZ**