

# Form SA8

## Request for in-year admission to school



Westmorland  
& Furness  
Council

Please read the *“Applying for an in year school place in Westmorland & Furness”* leaflet **carefully** before you complete this form. Please complete in block capitals.

**ALL SECTIONS MUST BE FULLY COMPLETED – ANY INCOMPLETE FORMS WILL BE RETURNED TO THE PARENT OR CARER**

### Section 1 - child's details

Child's first name \_\_\_\_\_

Child's surname \_\_\_\_\_

Date of birth 

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 Gender (male/female) \_\_\_\_\_

Child's home address \_\_\_\_\_

Postcode \_\_\_\_\_

Are there any other school age children living at the above address Yes  No

If yes please provide name(s), date(s) of birth and current school(s):  
\_\_\_\_\_  
\_\_\_\_\_

*If you want to apply for a place for this/these children, please complete a separate form.*

#### Is the child:

in the care of a Local Authority / previously looked after by a local authority? Yes  No

If yes, please give further details. \_\_\_\_\_

a Traveller child Yes  No  a carer Yes  No

Forces family Yes  No  Asylum seeker Yes  No

#### Does the child have:

An Education, Health and Care Plan (EHCP) or is currently undergoing a statutory assessment? Yes  No

A pastoral support plan at their current / most recent school? Yes  No

#### Has the child:

Ever been permanently excluded from school Yes  No

Has the child attended a pupil referral unit (PRU) during the last 12 months? Yes  No

Are there any other specialist services involved e.g., social worker / youth offending worker? Yes  No

If yes, please give name details \_\_\_\_\_

#### Current or last school / home education (name & address)

Is the child still attending the above school? Yes  No  If no, what was the last date s/he attended? \_\_\_\_\_

How long has the child attended their current school? \_\_\_\_\_

If less than 12 months, please give details of the previous school \_\_\_\_\_

Name of school to which you are seeking admission (in order of preference)

1

2

3

Date place required from \_\_\_\_\_

Are you applying for any of these schools on the basis of faith?

Yes

No

If yes, which faith? \_\_\_\_\_

If it is not possible to offer your preferred schools would you consider admission to a Catholic school?

Yes

No

Why is a change of school being sought? Please give details. If your request is due to a change of address, please tell us the old and new address (continue on a separate sheet if necessary)

## Section 2- Parent/carer details

Full name of parent/carer \_\_\_\_\_

Title (Mr/Mrs/Ms/Miss etc) \_\_\_\_\_

Relationship to child \_\_\_\_\_

Contact tel number \_\_\_\_\_

Contact email address \_\_\_\_\_

Address if different from child's \_\_\_\_\_

I give consent for all correspondence to be sent to this email address

Yes

No

**I confirm that I have parental responsibility for this child and the information given is correct. I understand that any place offered on the basis of fraudulent or intentionally misleading information may be withdrawn. I consent to the information on this form being shared with appropriate agencies and understand that contact may be made with the child's current/previous school for information which may include attendance and exclusion data.**

*If you are caring for someone else's child for more than 28 days and you are not an immediate relative, you may be Private Fostering and it is a legal requirement that you inform the Local Authority. If you think you may be Private Fostering, please tick this box  Further information is available by contacting 0333 240 1727 or on your Local Authorities website*

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please return your completed form to [school.admissions@westmorlandandfurness.gov.uk](mailto:school.admissions@westmorlandandfurness.gov.uk) or by post to:  
**School Admissions, Westmorland & Furness Council, PO Box 305, Kendal, LA9 9GZ**

For further information please contact [school.admissions@westmorlandandfurness.gov.uk](mailto:school.admissions@westmorlandandfurness.gov.uk), or telephone 0300 303 8144

**For School Admissions and Appeals use only:**

**Date received:**