

In-Year Admission

Section A: Child's Details (Please complete in black ink only)

Surname/Family Name				
First Name				
Middle names (s)				
Gender (please tick)	Male		Female	
Date of Birth				
Child's Current Year Group				
Child's Current Address (including postcode)				
Name and address of current/previous Academy/school				
Local Authority where the Academy/school is located				
Date your child last attended this Academy/school				

Section B: Preferred Academy and Reasons for the Preference

Consett Academy		
North Durham Academy		
When would you like your child to start your preferred Academy?		
<p>Please state your full reason for requesting a transfer, including (if applicable), how you have attempted to resolve any difficulties at your child's current Academy/school:</p> 		

What support has been offered to your child from their current Academy/School? (Please tick all appropriate boxes):			
Review/Planning Meetings		Detentions	
Individual Review System		Alternative Curriculum At Key Stage 4	
Modified Timetable		Appearance At Governing Body Meeting	
Parent/Contact/Involvement		On Reports	
Change Of Form/Teaching Group		Education Welfare Service	
Withdrawal From Lessons/Activities		Educational Psychologist	
Formal Counselling		Behaviour Support Service	
Senior Staff Involvement		Youth Engagement Service	
Warnings		One Point	

Other Agencies – please provide name and contact details:

Section C: Sibling Link

Does your child have a *sibling attending any of the preferred Academy mentioned overleaf?

Sibling's name:	Sibling's Date of Birth:

Name of Academy:

* Please see Section J for definition

Section D: New Arrivals from Overseas

Please complete this section if your child has recently arrived from overseas. If your child's current or previous Academy/school is outside the UK, we will need to see proof of your child's arrival in the UK, such as endorsed passport, entry visa or national identity card. We will also need to see proof of your child's date of birth, for example, their passport, identity card or birth certificate.

Date of arrival in the United Kingdom:

Date of arrival in Durham:

Is your child a refugee or asylum seeker?	Please circle	YES/NO
Does your child speak English?	Please circle	YES/NO

If no, what is your child's first language?		
Do you speak/understand English?	Please circle	YES/NO
Your ethnicity?		
Your first language?		
Does your child have special educational needs or a disability?	Please circle	YES/NO
If yes, please describe your child's needs below and attach any supporting information you have from any professionals involved with your child:		

Section E: Parent/Carer details It is very important that all those with parental responsibility agree to this application. You are asked to complete the form as a parent, legal guardian, Local Authority Foster Carer, Private Foster Carer or Social Worker. * Please see Section J for definition. In completing and signing this form you are saying that you have agreement from all parties with PR.								
Title:	Mr	Mrs	Miss	Ms	Other (please state)			
Surname/Family Name:								
First Name:								
Relationship to child:	*Father	*Mother	*Step Parent	*Legal Guardian	*Young carer	*LA Foster Carer	*Private Foster Carer	Other
If other please state your relationship to the child:								
Address (including postcode):								
Home/Mobile Tel. No:								
Email address:								

Is the child looked after or have they been previously looked after by a Local Authority (LA) in England and Wales but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, or adopted from state care outside England and Wales?

Please circle YES/NO

Please state the name of the LA that 'looks after' or 'looked after' your child:

Name of Social Worker:

Name of Key Worker:

Is your child subject to a Private Fostering Arrangement? Please circle YES/NO

Are all those with parental responsibility aware of this request? Please circle YES/NO

If you have ticked no to the above please state reasons eg. domestic violence, court order and attach copies of supporting documentation.

Section F: Other Adult with Parental Responsibility for the Child
You should only complete this section if the other adult DOES NOT live with you and the child.
 * Please see Section J for definition

Title:	Mr	Mrs	Miss	Ms	Other (please state)			
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Surname/Family Name:

First Name:

Relationship to child:	*Father	*Mother	*Step Parent	*Legal Guardian	*Young carer	*LA Foster Carer	*Private Foster Carer	Other
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If Other, please state their relationship to the child:

Address (including postcode):

Home/Mobile Tel. No:

Email Address:

Section G: Declaration of Parent/Carer

You must sign the following declaration before progressing onto the next page.

- I confirm that I have parental responsibility for the child (or have care and control of the child), and in seeking a transfer of the child's Academy/school, I have no knowledge of any opposition to this transfer from any other person who has parental responsibility for the child. If applicable, please inform us of the individual who opposes the transfer and supply their contact details here:

- I understand that in order to process my child's transfer, this form will be sent to the Academy that I have listed as preference as well as the Academy/school the child currently attends.
- I will inform you immediately either by email to dpo@ncdat.org.uk or in writing to let you know of any change of address details after the submission of my child's application.
- I understand that my child's place can be withdrawn even if he/she has started at the Academy if the place was fraudulently obtained.
- I hereby agree and consent to you checking the details I have provided on this application against Council Tax, Electoral Registration and other Council records to confirm that the child is resident at the address in Section A.
- I agree and consent to you sharing my data with other agencies, where it is necessary to do so and where the law allows, in accordance with the new General Data Protection Regulation (GDPR) (see Privacy Notice at www.consettacademy.org.uk).
- I understand that if I have provided information that is incorrect or incomplete, I may be investigated and action may be taken against me (including court action).

Signature:	
Please Print Name Clearly:	
Date:	

Your child's current Academy/school should complete section H and email the form to dpo@ncdat.org.uk. If you have already moved, or your child does not have a current Academy/school, you should return the form by email as above or, alternatively, post to the Executive Support Officer, c/o Consett Academy, Ashdale Road, Consett, Co Durham, DH8 6LZ.

Section H: For Completion by the Current Academy/School (Please complete in black ink and attach data from SIMS if available)

1. Attendance Record

	Number of session attended	Maximum Possible Sessions
Year 7		
Year 8		
Year 9		
Year 10		
Year 11		

2. Details of any exclusions: (Please attach all relevant details)

3. Information of the curriculum offered (for KS4 please include all subjects and exam board(s) followed:

Subject	Exam Board

4. Has a Pastoral Support Programme (PSP) or an Educational Health and Care Plan (EHCP) been introduced?

If Yes please tick and attach a copy.

5. Stage reached in SEN Support

SEN Short Note		PSP	
EHCP		Top Up Funding	

Primary Area of Need			
Cognitive & Learning		Social, Emotional & Mental Health	
Communication & Interaction		Physical & Sensory	
<p>6. Has a TAF been initiated? <i>If yes please attach a copy.</i> Please circle YES/NO</p>			
<p>7. Has a single assessment been initiated? <i>If yes please attach a copy.</i> Please circle YES/NO</p> <p>If yes, please state if Early Help (EHA) or Full Single Assessment, number and date the EHA was completed. (please tick all appropriate boxes):</p>			
EHA		Full Single Assessment	
EHA Number		Date	
Lead Professional		Date of last meeting	
<p>8. What support/strategies have been offered to the child? (please tick all appropriate boxes):</p>			
Review/Planning Meetings		Detentions	
Individual Review System		Alternative Curriculum at Key Stage 4	
Modified Timetable		Disapplication of National Curriculum	
Parental Contact/Involvement		Use of Devolved or Delegated Funding	
Change of Form/Teaching Group		Appearance at Governing Body Meeting	
Withdrawal from Lessons /Activities		On Report	
Mentoring		Other Internal Measures (please advise)	
Formal Counselling		EWS	
Senior Staff Involvement		EPS	
Warnings		Social Services	
Isolation in School		Health	
Fixed Term Exclusions		Youth Engagement Service	
Internal Exclusions		ONE Point	
Think Family		Other	

Behaviour Support Service Prevention (Nature and Duration):
Other agencies (please provide name and contact details:
9. Any relevant information about the transfer (Please include information on the child's general behaviour, attitude, relationships with peers/staff, any child sexual exploitation (CSE) concerns and views on this transfer request).
10. Please attach a copy of the child's last written and data report.

Signature (current Academy/School):	
Print name:	
Position:	
Date:	

FAO Current Academy/School
Please return completed form to
dpo@ncdat.org.uk

Section I: For Completion By The Preferred Academy (Please complete in black ink only)

Consett Academy	North Durham Academy
1. Published Admission Number for the Year Group	
2. Number On Roll in the Year Group	
3. Information on the curriculum offered (for KS4 please include all subjects and exam board(s))	
Subject	Exam Board
	Forecast Result
4. Is a Transfer meeting required?	Please circle YES/NO
5. Is a Support Planning Meeting required?	Please circle YES/NO
6. Any further comments:	
Signature (Preferred Academy):	
Print name:	
Position:	
Date:	

Section J : Definitions And Further Information

Definition of a Parent - A child's father or mother.

Definition of Step Parent - the man or woman who is married to someone's mother or father but who is not their real father or mother.

Definition of a Legal Guardian - A legal guardian is when a person (other than the child's parent or de facto custodian) has legal custody and control over a child. The guardian has the right to make all decisions concerning the child, and is legally responsible for the child.

Definition of a Local Authority Foster Carer – Usually long term but not exclusively – All children and young people in foster care are the responsibility of the Local Authority in the area where the child's birth family is resident at the time of being taken into care. The key responsibility remains with that Local Authority regardless of whether they are placed in local authority foster care or with an independent fostering provider.

Definition of a Private Foster Carer – Usually short term but not exclusively - The parent(s) and/or other person with parental responsibility (PR) retains PR during a private fostering arrangement. They are responsible for any decisions about the child although they may wish to delegate certain responsibilities to the private foster carer, for example giving permission for immunisations and routine health care and agreeing to the child going on an educational trip. Even where some powers are delegated, the parent or person with PR retains the final responsibility for the child's care. A private fostering arrangement is essentially one that is made privately (without the involvement of a LA).

Definition of a Young Carer – children and young people under 18 who provide regular or ongoing care and emotional support to a family member who is physically or mentally ill, disabled or misuses substances.

Definition of a Social Worker – is a professional concerned with helping individuals, families, groups and communities to enhance their individual and collective well-being.

Definition of a sibling link is children who live as brother or sister in the same house, including natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters and children of the parent/carer's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

If a place can be offered you will be notified of this by letter. You must email or telephone the Executive Support Officer, dpo@ncdat.org.uk, 01207 507001 within two weeks to formally accept the place. If you do not accept the offer of a place within two weeks it may be withdrawn and offered to another child. Once the place is accepted, you will then need to contact the Senior Administration Officer at the Academy to make a mutually convenient arrangement for your child to start.

If a place cannot be offered at your preferred Academy, we will let you know how to place your child's name on the Academy's waiting list and/or appeal for a place.

For Office Use Only

Preference 1
Preference 2
Transfer Meeting Date:
Attendees:
Date of Admission: