



Rickley Park Primary School

IN-YEAR ADMISSIONS INFORMATION

and

APPLICATION FORM

IMPORTANT INFORMATION

Please read the guidance on In-Year Admissions which is available as part of the Rickley Park Primary School Admissions Policy on the school website (www.rickleyparkprimary.co.uk)

This form should be used for all primary aged pupils who are applying for a place at Rickley Park Primary School, either during or at the start of the school year and who are not due to start school for the first time. This may be due to a house move or to request an alternative school place. If the child has a statutory Statement of Special Educational Needs or Education Health Care Plan please contact the Milton Keynes Special Educational Needs Team for information on how to apply on (01908) 253414 or by email sen@milton-keynes.gov.uk

Before you apply

Please read the important information below before completing the application form.

- Applications for in year school places should be made by completing the attached form. **This form is only valid for applications to Rickley Park Primary School.**
- As an academy, the school coordinates its own In-Year Admissions. For applications to community schools please contact the Milton Keynes School Admissions Team on (01908) 253371 or via email schooladmissions@milton-keynes.gov.uk.
- The school place will normally be required within two months of the application date. Applications will be accepted for a September admission from the preceding April. School places cannot be reserved therefore we process and allocate places, where possible, close to the date the school place is required. Once a school place has been offered the child should start attending by the date agreed with the school otherwise the place may be withdrawn.
- If you are moving into or within Milton Keynes, documentary evidence in the form of a solicitor's letter to confirm exchange of contracts or a copy of your signed lease agreement is required to support your application.
- If you have moved to Milton Keynes from overseas you must provide a copy of your child's passport and visa.
- Your application will not be processed until your child is resident within the country.
- The school reserves the right to seek further documentary evidence if appropriate.

School Section

If the child is currently attending a Milton Keynes school you **must** get the school section of the form completed by your child's current school. Failure to do so will result in a delay in processing your application.

Useful Information

You can print this form and notes as a PDF document from our website where there is further information and links to the Rickley Park Primary School Admissions Policy, the Fair Access Protocol and other useful information.

IN-YEAR APPLICATION FOR A PLACE AT RICKLEY PARK PRIMARY SCHOOL

For admissions from September 2020 onwards

PLEASE ALLOW 15 SCHOOL WORKING DAYS TO PROCESS AND WRITE CLEARLY IN BLACK INK

For Milton Keynes residents who are seeking admission to Rickley Park Primary School after the normal point of admission

Please read the guidance notes before completing the form. Once complete return directly to the school.

1. Child's details

Child's legal surname		First name(s)	
Child's date of birth		Year group	Male / Female
Child's normal home address <i>(This is the address at which the child named above normally lives)</i>	Postcode		
Council tax is paid to	If you do not pay Council Tax on this property please enclose a utility bill with your application for this address		
Council tax account number			
Name of current (or most recent) school/nursery	If now left this school/nursery, please give last date of attendance ___/___/___		
Address of school		Telephone	
Language spoken at home			

2. Your details

Name(s) of parents/carers living at home address above	Title: Mr / Mrs / Miss / Ms		
Relationship to child			
Email address			
Home/daytime telephone number		Alternative telephone number (e.g. mobile)	
If another adult has parental responsibility but does not live at the same address as the child, please include details			

3. Application to Rickley Park Primary School

Please outline your reasons for choosing to apply for a place at Rickley Park Primary School			
Is your child in the care of a local authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Local Authority	
	If the answer above is 'Yes' please tell us which local authority supports the child and give a social worker contact name and telephone number Name _____ Telephone _____		
Does your child have any brothers or sisters attending Rickley Park Primary School?	Yes <input type="checkbox"/> No <input type="checkbox"/> Name _____ Date of birth _____		
Are you applying on religious grounds	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, you will need to complete a supplementary form (obtainable from the school) and return it to the address given on the form		

4. Reason for request for admission or transfer

Date admission required	
Recent move to Milton Keynes <input type="checkbox"/> Please tick if applicable Move date ___/___/___	Please give new address and provide evidence of residence in form of the council tax bill for the property and a utility bill
Transferring school within Milton Keynes (and neighbouring authorities) <input type="checkbox"/> Please tick if applicable You must ensure that Section 8 is completed and signed by the Headteacher of your child's current school	Please tell us your reasons for requesting a school transfer

5. Educational factors we should be aware of

Does your child hold a Statement of Special Educational Needs/Education Health Care Plan (EHCP)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your child currently undergoing assessment for a statement of special educational needs/EHCP?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered yes to either question above, which local authority is involved?	
Does your child speak English?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you withdrawn your child from a school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your child been excluded from school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your child been supported by any other agencies i.e. Education Welfare Service?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the child subject to a court order or known to any other agency, i.e. Children's Services?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please add any information you would like us to know before we process your application	

6. Ethnic monitoring

Please indicate your child's ethnic background. The information provided here is only used for monitoring purposes only.

		Tick			Tick
White	English		Other Groups	Chinese	
	Scottish			Japanese	
	Welsh			Any Other Ethnic Group	
	Other White British		Black or Black British	Black Caribbean Background	
	Irish			Ghanaian	
	Traveller of Irish Heritage			Nigerian	
	Gypsy/Roma			Sierra Leonean	
	Italian			Somali	
	Eastern European			Other Black African	
	Western European			Any Other Black Background	
	Any Other White Background		Asian or Asian British	Indian	
Mixed or Dual Background	White and Black Caribbean			Pakistani	
	White and Black African			Bangladeshi	
	White and Pakistani			Asian Other	
	White and Indian		I do not wish for an ethnic category to be recorded <input type="checkbox"/>		
	White and Other Asian				
	Any Other Mixed Background				

7. Parental declaration

I certify that I have parental responsibility for the child named in Section 1 and that this application has the agreement of all parents/carers listed in Section 2.

I wish to make application to Rickley Park Primary School.

I confirm that the information I have provided is to the best of my knowledge correct and up to date. I understand if I give any false or deliberately misleading information on this form and/or supporting papers or withhold any relevant information, this may lead to the withdrawal of an offer of a school place for my child.

I hereby give permission for Rickley Park Primary School to contact my child's previous school.

Signature of parent/carer

Date

Information supplied will be used for registration purposes under the Data Protection Act 1998

Once completed you should return this form directly to Rickley Park Primary School.

8. School section (To be completed by Headteacher of current school)

If you are applying for a place at Rickley Park Primary School and have not moved address the headteacher (or head of year) of the child's current school must complete this section before we can process your application. The form needs to be stamped with the school stamp.

Child's name

Has the parent discussed the transfer request with you and are there any reasons why you feel the change of school would be detrimental to the child in any way?

Does the child have any special needs?

SEN Support

Yes

Under Assessment

Yes

Statemented/Education Health Care Plan

Yes

Does the child have any exclusions?

Yes

Are there any attendance related issues?

Please give % attendance and number of unauthorised absences in the last twelve months

%

Other information which may be relevant to the application

(Behavioural issues, if applicable, previous schools attended in the last two years, if known)

Name _____

Position _____

Signed _____

Date _____

School stamp

Detailed information on Rickley Park Primary School can be found on our school website:

www.rickleyparkprimary.co.uk