



King's Cross Academy

Administration (office only)

Distance:

Intake Group:

Intake Year:

Year Group:

'IN-YEAR' APPLICATION FORM

Before submitting this form, check that you have:

Completed sections 1 – 6 in full

- Read the Academy's admission policy available on our website – if you require a paper copy, large print text or a translation please contact us.

Enclosed the following documents:

- **Proof of address** – your most recent council tax bill or housing benefit letter or tenancy agreement, or a mortgage or rental statement
- **Proof that you are currently resident at this address** – a utility bill such as gas or electricity. This should be dated within the last 3 months.
- **Proof of your child's date of birth** – child's NHS medical card or birth certificate or passport

Section 1. Child's details

First Name:

Surname:

Date of birth:

Boy Girl (please cross/tick)

Country of Birth:

Nationality:

Borough:

Address:

Post code:

Home Phone Number:

Name of current school

School Address (include postcode)

School telephone number

Name of class teacher

Is your child still attending? (Yes/No)

If no, date of last attendance

Any medical needs or dietary requirements?

Section 2. Parents' or legal guardians' details

Parent 1 Name:

Parent 2 Name:

Do both parents have parental responsibility? Yes / No

If no, which parent has parental responsibility?

Parent 1

Parent 2

Address (if different to the child):

Address (if different to the child):

Post code:

Post code:

Home Phone Number:

Home Phone Number:

Work/mobile:

Work/mobile:

Email address:

Email address:

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 stepparents, grandparents, siblings, aunts or uncles and who do NOT have parental responsibility.**

Are you Crown Servant applying for a place as a result of a posting? Yes/No

Is either parent serving in the regular armed forces? Yes/No

Section 3. Priority for Admission

Is your child (please cross/tick):

In public care (looked after) or known to children's integrated services/social worker/Family Services Yes/ No

Have a current education, health and care plan (EHCP) Yes/No
(if yes please attach a copy)

Currently undergoing statutory assessment SEN/D Yes/No
* if yes please attach a copy

If yes, please provide further details on a separate sheet or submit supporting evidence

Section 4. 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

So my child can join their brother/sister (siblings)

Name of sibling(s)

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.

Issues in current school (please specify)

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.....
.....

Other reason (Please make a note of the details on a separate page)

How did you hear about us?

Social Media Word of mouth Website Search engines Other

Section 5. Other circumstances

Does your child have a social or medical reason to attend a specific school? Yes / No

Does your child have special education needs (but not a 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:

Language spoken at home:

If you answered yes to any question, please make sure you provide details and any relevant documents.

Section 6. 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 of your child's present school first. Please give your reason for

requesting the transfer and ask the Headteacher to sign below.

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Signature of Headteacher.....

Please note that the information held at the Academy in respect of its pupils, and the disclosure of such information, complies with Data Protection legislation.

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: _____

Please Note

Once we receive this form you will be contacted by phone if a place is available. If there are no places available, your child will be added to our waiting list and you will be informed by email. Please note that if you are on our waiting list, places are allocated against the criteria set out in our admissions policy and not by the length of time your child is on the list.

Once completed please send this form to **King's Cross Academy, 4 Wollstonecraft Street, London, N1C 4BT** or email to: admin@kingcrossacademy.org.uk