

## IN-YEAR APPLICATION FOR A PLACE AT KING'S OAK ACADEMY 2018-2019

### Student Details

Forename	Surname	Date of Birth	Gender [M/F]
Current address:			
If the application is made in anticipation of a house move, please give the new address and planned move date:			
Current/previous school:			
Has the student been permanently excluded from two or more schools? [if so, please give the names of the schools]:			Y/N
Date place required from:			

Please indicate if the student:

- i. Has a statement of Special Educational Needs, or a Statutory Assessment is in progress Y/N
- ii. Is in Local Authority Care, or has ever been in Local Authority Care Y/N
- iii. Has a sibling already at KOA [please give name and date of birth] Y/N

\_\_\_\_\_ Applicant

### Applicant Details

Forename[s]	Surname	Title	Relationship to child
Address [if different to the above]:			
Email address	Telephone [work]	Telephone [home]	Telephone [mobile]
The student lives with me			Y/N
I have parental responsibility for the child [see notes]			Y/N

I certify that the above information is true and accurate \_\_\_\_\_ [signature]

Date: \_\_\_\_\_

**Please note that if a place is offered as a result of false information given in support of the application, the place may be withdrawn.**

Please return this form to Cate Gillman, King's Oak Academy, Brook Road, Kingswood, Bristol, BS15 4JT

## NOTES

### **Data Protection**

This application will be held securely as both manual records and electronic files.

### **Parental Responsibility**

Both a child's parents will have parental responsibility for the child if they are married and are the child's natural parents. If the parents of a child are not married to each other, the mother automatically has parental responsibility but the father does not. He can subsequently acquire parental responsibility by:

- a parental responsibility agreement, or
- an order of the court granting him parental responsibility or a residence order.

Other persons can acquire parental responsibility for a child under a care order or an emergency protection order.

### **Offers of school places**

Where a place is offered, we would expect it to be taken up without delay and usually within four school weeks. If there is no response within two weeks of the offer, the place may be withdrawn.

It may not be possible to offer the student a place if there are more applications than available places.

Any decision on whether a student should be offered a place will be based on the criteria in the school policy.

### **Waiting list**

Where a student has been refused a place at the preferred school, they will be given the option to place their name on the waiting list or to make an appeal for a place to an independent appeal panel.

When a place becomes available, places will be offered in accordance with the oversubscription criteria and not the length of time that the student's name has been on the waiting list.

**Where a place becomes available and the school is unable to contact a successful applicant within two weeks, the available place will be offered to the next child to qualify for a place. It is up to the applicant to keep the school informed of updated contact and address details.**