**THE EMMBROOK SCHOOL**

**IN YEAR ADMISSION APPLICATION FORM**

Please ensure that you have completed all sections and submit all supporting documentation as failure to do this could delay your application being processed.

Please take the time to read our school prospectus and admissions arrangements that can be found on the school’s website.

**(PLEASE USE BLOCK CAPITALS)**

**SECTION 1 CHILD’S DETAILS**

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| --- | --- | --- |
| **Child’s surname** | **Date of birth (DD/MM/YYYY)** | |
|  |  | |
| **Child’s forename(s)** | **Gender**  **(please circle)** | **Current Year Group** |
|  | **Male / Female** |  |
| **Is the child currently habitually resident in the UK** | | |
| **Yes No** | **If no, please give a date the child will be habitually resident in the UK:**  **Date:** | |
| **Home address (including postcode)** | **Does the child currently live at this address?** | |
|  | **Yes No** | |

**SECTION 2 PARENT’S DETAILS**

|  |  |
| --- | --- |
| **Parent/carer’s name and title** | **Relationship to child** |
|  |  |
| **Do you have parental responsibility for the child?** | **Do you live at the same address as the child?** |
| **Yes No** | **Yes No** |

**SECTION 2 PARENT’S DETAILS (Cont.)**

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| --- | --- |
| **If NO, what is your home address?** | |
| **Postcode:** | |
| **Which Local Authority do you pay your Council Tax to?** |  |
| **Contact Telephone Numbers**  (This number will be used by The Circle Trust if you need to be contacted) | **Contact Email Address**  (All correspondence will be sent to this email address) |
| **Home number:**  **Mobile number:** |  |

**SECTION 3 REASONS FOR APPLYING**

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| ***It is in your child’s best interest, where possible, for you to visit the school before submitting your application*** | |
| **Please give your reason for applying to this school:** | |
| **Is there a sibling already attending the school?** | **Yes No** |
| **If yes, please provide the siblings full name and date of birth** | |
| **Are any of the parents/carers living with the child a member of staff at this school?**  **Yes No** | |

***It is strongly advised that you visit the school before submitting an application for Year 10 or 11 to ensure GCSE/Vocational Options can be met.***

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| **Applicants for Year 10 or 11 – please complete all current GCSE Options** | | | |
| **Subject** | **Exam Board** | **Course Code** | **Modules Completed (if applicable)** |
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| **Please enter the visit date:** | | | |
| **Please give the name of member of staff you met:** | | | |

**SECTION 4 SCHOOL HISTORY**

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| **Please list all schools your child has attended** | | | |
| **School’s Name** | **Local Authority** | **Date Started** | **Date Left** |
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| **Current or last attended school** | | | |
| **School’s Name:** | | | |
| **Address:** | | | |
| **Phone number:** | | | |
| **Date started:** | | **Date last attended:** | |

**SECTION 5 FURTHER INFORMATION**

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| ***Please tick any of the boxes that are relevant to your child’s application and ensure any supporting documentation is submitted along with your completed application*** | | |
|  | Does your child have an Education, Health and Care Plan? (this would have been issued by the Special Education Needs Department within your Local Authority) | |
|  | Is your child a Looked After Child or a Previously Looked After Child who ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after? Or has your child been in state care outside of England and ceased to be in state care as a result of being adopted? | |
|  | Is your child from a UK service personnel or crown servant family? | If yes, please attach all relevant documents |
|  | Has your child ever been permanently excluded from a school? | If yes, please provide school name(s) and dates that apply: |
| ***Additionally, does your child fulfil any of the following***  Upon reviewing the below information, it may be necessary to forward your application to the Fair Access Panel for consideration. You will be notified should this apply. | | |
| *Please note, if any of the below applies to your application, you must attach all relevant supporting documents/information.* | | |
|  | Children either subject to a Child in Need plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan in the last 12 months | |
|  | Children living in a refuge or in other Relevant Accommodation | |
|  | Children from the criminal justice system | |
|  | Children in alternative provision | |
|  | Children with special education needs (but without an Educational, Health and Care Plan), disabilities or medial conditions | |
|  | Children who are carers | |
|  | Children who are homeless | |
|  | Children in formal kinship care arrangements | |
|  | Children of, or who are, Gypsies, Roma, Travellers, refugees, and asylum seekers | |
|  | Children for whom a place has not been sought due to exceptional circumstances | |
|  | Children who have been out of education for four or more weeks | |

**SECTION 6 DECLARATIONS**

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| **I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and my personal data may be exchanged with the relevant Local Authorities, Admissions Authorities, Schools and Government Agencies where necessary.**  **I understand that any offer of a school place will be based on the information I proved being accurate and correct and that the Admissions Authority reserve the right to withdraw any school place offered if I give false or misleading information.**  **I certify that I have parental responsibility for the child named on this form and that the information I have given is correct.**  **I have read and understood the admissions arrangements and have completed and submitted any additional forms which may be required.**  **I understand if I am applying for a school place under the designated area criteria I will be required to supply proof of my address to The Circle Trust to verify my home address. It is my responsibility to satisfy The Circle Trust that I live at the address that is stated on the form.**  **For overseas nationals entering the UK ONLY:**  **Overseas nationals must confirm that they have a right of abode or that the conditions of their immigration status otherwise permit them to access a state-funded school.**  **By submitting this form, you are agreeing that you, as the responsible parent/carer for the child named on this form, have checked that your child’s visa complies with the above.** |
| **Signature of Parent/Carer:** |
| **Date:** |

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| **The fully completed form must be returned to The Circle Trust.**  Please provide evidence of your address in the form of a copy of a council tax bill, letter showing exchange/completion if you are moving to a new property or tenancy agreement on a rented property.  You can either provide a copy of your child’s birth certificate or passport when you submit your application, or it must be provided once the offer of a place has been made.  **Scan and email to:**  [admissions@thecircletrust.co.uk](mailto:admissions@thecircletrust.co.uk)  **Or post to:**  Data and Admissions Manager.  The Circle Trust  c/o St. Crispin’s School  London Road  Wokingham  RG40 1SS |