



## IN YEAR ADMISSIONS

### For admission from September 2022 to July 2023

#### **IMPORTANT INFORMATION**

This form should be used for all pupils in Foundation, Year 1 or Year 2 who require a place at Olney Infant Academy, part of the IFtL Trust, 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 (SEN) please contact the Special Educational Needs Team at Milton Keynes Council for information on how to apply ([inclusionandinterventionteam@milton-keynes.gov.uk](mailto:inclusionandinterventionteam@milton-keynes.gov.uk)) 01908 657825 between 8.30 and 4.30 weekdays.

#### **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 to be used only for an application to Olney Infant Academy.
- 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place has been offered the child should start attending by the date agreed with the school otherwise the place may be withdrawn.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 our reserved area, documentary evidence in the form of a solicitor's letter to confirm exchange of contracts or a copy of your signed lease agreement may be required to support your application.
- If you have moved to the area from overseas you must provide a copy of your child's passport and visa.
- Your application will not be processed until your child/ren is/are resident within the country.
- Olney Infant Academy reserves the right to seek further documentary evidence if appropriate.

#### **School Section**

If the child is currently attending a school within the Milton Keynes Local Authority 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: [www.olneyinfantacademy.co.uk](http://www.olneyinfantacademy.co.uk)



# IN-YEAR APPLICATION FOR A SCHOOL PLACE AT OLNEY INFANT ACADEMY

For admissions from September 2022 to July 2023

## PLEASE ALLOW 15 SCHOOL WORKING DAYS TO PROCESS

For parents of children who are seeking admission to Olney Infant Academy after the normal point of admission

Please read the guidance notes before completing the form. Once complete return to the address on page 3

## PLEASE WRITE CLEARLY IN DARK INK

### 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 (This is the address at which the child named above normally lives)	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	
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### 3. Further information

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 Olney Infant Academy?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Name	Date of birth	School

### 4. Reason for request for admission or transfer

Date admission required	
Recent move to the reserved area <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	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your child currently undergoing assessment for a statement of special educational needs	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

We would be grateful if you could indicate your child's ethnic background. The information provided here is only used for monitoring purposes.

		Tick			Tick
<b>White</b>	English		<b>Other Groups</b>	Chinese	
	Scottish			Japanese	
	Welsh			Any Other Ethnic Group	
	Other White British		<b>Black or Black British</b>	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		<b>Asian or Asian British</b>	Indian		
<b>Mixed or Dual Background</b>	White and Black Caribbean			Pakistani	
	White and Black African			Bangladeshi	
	White and Pakistani		Asian Other		
	White and Indian		<b>I do not wish for an ethnic category to be recorded</b> <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 an application to Olney Infant Academy.

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 authorise Olney Infant Academy to contact my child's previous school.

Signature of parent/carers	Date
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**Information supplied will be used for registration purposes under the Data Protection Act 1998**

**Once completed you should return this form to:** Admissions, Olney Infant Academy, Spinney Hill Road, Olney, MK46 5AD

Tel: 01234 711388 Email: [admissions@olneyinfant.org](mailto:admissions@olneyinfant.org)

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

If you are applying for a school place 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?**

School Action

Yes

School Action Plus

Yes

Under Assessment

Yes

Statemented

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