



In-Year Application Form

1. Child's Details

Surname/Family Name: _____

First Name: _____ Middle Name(s): _____

Gender: Male / Female

Child's Date of Birth: ____/____/____

Child's Home Address (full address): _____

_____ Postcode: _____

Proof of address, original documents only, will need to be submitted with the application. Acceptable documents are:

- A Council Tax letter dated within the last 12 months.
- A tenancy agreement via a commercial letting agency (the tenancy period must extend beyond the start of the academic year in which your child starts their new school).
- Opening accounts for public utilities such as electricity, gas or water (dated within the last 3 months).
- Proof of payment of rent to a landlord on a regular basis.
- Evidence of completion of the purchase of a new property.
- For members of the UK armed forces and Crown Servants, an official letter confirming the address of your quarters. Crown Servants will need to provide evidence that they will be residing in the Southwark Borough.
- Alternatively, if you reside at the address but are not liable for Council Tax please provide a letter signed by the person liable for Council Tax. This could be because you live with family or friends, or you are renting the property. In this instance, we require two official documents showing your name and address. This can be a bank statement, utility bill, driving licence, GP registration, benefits letter or other official documentation in your name at the address.

Date moved into this address: ____/____/____

Parent/Carer Full Name: _____

Relationship to child: Mother / Father / Other (please specify) _____

Please note that if you are not the child's parent you must provide proof of guardianship with the application.

Home Number: _____ Mobile Number: _____

E-mail: _____

2. Details of Current or Previous School

Has your child previously attended a UK school (please delete): Yes / No

If yes, please complete the school details below

Full Name of School: _____

Telephone Number: _____ E-mail: _____

If this is not a Southwark School, please provide full address details:

Last date attended: ____/____/____ Year Group: _____

If your child is in **Year 10 or 11**, please specify the subjects that they are taking at their current school and where known, the exam board, in the table below:

Subject	Exam Board

If no longer on roll, please give reason for leaving:

3. Siblings

Does your child currently have a sibling on roll at Bacon's College? Yes / No

Full Name of sibling: _____ Year Group: _____

4. Looked After and Previously Looked After Children

Is your child looked after by a local authority OR previously looked after and now adopted or subject to a child arrangements or special guardianship order, immediately following having been looked after? Yes / No

If yes, you will need to provide an official letter confirming the legal status of your child.

5. New arrivals

Has your child recently arrived in the UK? Yes / No

If yes, you will need to provide a letter confirming the legal status of your child.

Date of Arrival in the UK: ____/____/____

Country Child Arrived From: _____

Country of origin (if different): _____

Does your child speak English as a first or additional language? Yes / No

If no, which language does your child speak? _____

Has your child previously attended school in the UK? Yes / No

If yes, please give details of the last school attended:

Full Name of School: _____

Telephone Number: _____ E-mail: _____

If this is not a Southwark School, please provide full address details:

Last date attended: ____/____/____

Reason for leaving: _____

If you currently live overseas, we will process your application once we have received satisfactory evidence of your relocation date and UK address.

6. Medical or Social Reasons

Is it your view that there is a chronic or acute medical or social care reason why your child should be offered a particular school? Yes / No

If yes, you will need to provide:

- Evidence of the chronic or acute medical condition/social care need AND
- Demonstrate why the school is the most suitable for your child and the implications if your application is not successful AND
- Provide supporting evidence from the relevant professional for a named school

Note: Work commitments, childcare arrangements and moderate learning difficulties are not considered as being a chronic or acute medical or social care need.

7. Additional Information

Please give the reason(s) why you are applying for a school place (please tick)

- Your child has been permanently excluded or is at risk of permanent exclusion from school.

Please give details: _____

- You have recently moved address.

Please give your previous address: _____

- There has been a change in parental responsibility or guardianship.

Please give details: _____

- You have not moved to a new house but wish to transfer your child to another local school.

Please give the reasons why you are requesting a transfer: _____

8. Declaration

Please read this Declaration very carefully. By signing this in-year application form, you are confirming and consenting to the following:

- I certify that I am the person with parental responsibility for the child named and that the information given is true to the best of my knowledge and belief. I understand that any false or deliberately misleading information given on this form and/or supporting papers, or any relevant information withheld, may render this application invalid and could lead to the withdrawal of an offer of an in-year school place for my child.
- I agree that Bacon's College will use the information I have provided to process my application. When processing the application, the school will share the information with other third-party organisations i.e. the previous school and the maintaining local authorities for those schools.
- I agree that the school may contact my child's previous school to obtain information in the form of a School Report in order to best meet my child's needs or determine whether this application meets Fair Access Criteria.
- I agree that where this application meets the Fair Access criteria and is referred to the Fair Access Panel, the Admissions Service will obtain reports held by other third-party organisations in order to understand what support my child needs and how well a setting is able to meet those needs. These include GP and health services, my child's previous nursery or school, Children's Social Care, other Southwark Services, CAMHS or other therapeutic services and Youth Offending Service.

Full name of Parent/Carer: _____

Signature of Parent/Carer: _____ Date: _____

Information supplied will be used for registered purposes under the General Data Protection Regulation 2018.

Completed forms should be returned, along with all original documentary proof, to:

School Office
Bacon's College
Timber Pond Road
Rotherhithe
London SE16 6AT

For further information, contact our Admissions Team at schooloffice@baconcollege.co.uk

Data Controller

The Data Controller for personal information held by the Group's Academies is United Learning Trust (ULT). ULT is registered with the ICO under registration number Z7415170. The Company Secretary, Alison Hussain, is responsible for ensuring that the group complies with the Data Protection Law. She can be contacted on company.secretary@unitedlearning.org.uk or 01832 864538.