

# Request for Admission to THE BULWELL ACADEMY



## YOU MUST COMPLETE ALL SECTIONS OF THIS FORM

Before completing this form please refer to the admissions criteria on page 6.

Please return your completed application to The Bulwell Academy at the address shown on page 5 along with any documentation requested in items 2 and 4.

If you do not hear within 10 school working days, it is likely that we did not receive your completed application form so please contact us on 0115 9647640. It is your responsibility to follow this up; proof of postage is not proof of receipt.

### 1. ABOUT YOUR CHILD

Child's Surname/Last Name: ..... Child's First Name: .....

Child's Middle Name/s: ..... Date of Birth: .....

Gender at birth:  Male  Female

Child's current address: .....  
..... Post code: .....

Nationality: ..... Language spoken at home: .....

Child's first language: .....

Is this your child's first school in the UK? **No**  **Yes**

Name and address of present /previous school:  
.....  
..... Date last attended: .....

### 2. INFORMATION AND SUPPORT

To help us make sure your application is dealt with quickly, and so that we can arrange the appropriate support for your child please answer **ALL** the following questions. Please circle the correct answer, ie

yes

Is your child looked after by the Local Authority (in Public Care) or a previously 'Looked after' child	Yes	No
<i>If yes, please give name and contact number of Social Worker</i>		
<i>Name of Local Authority responsible for the care of the child</i>		

If your child was previously 'looked after' but is no longer looked after because they were adopted (or became subject to a residence order or special guardianship order) you must provide a copy of the adoption order\* or special guardianship order\* with your application.

*\*An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

Does your child/family receive support from Social Care, Police or any other external agency?	<b>Yes</b>	<b>No</b>
<i>If 'yes' please details and name of contact</i>		
Does your child have a Statement of Special Educational Needs or Education Health and Care Plan?	<b>Yes</b>	<b>No</b>
<i>If yes, please attach a copy of the most recent plan to this application</i>		
Does your child have physical/mobility issues?	<b>Yes</b>	<b>No</b>
<i>If yes, please give details</i>		
Does your child need extra support for behaviour in school?	<b>Yes</b>	<b>No</b>
Is your child attending a Learning Centre or Pupil Referral Unit?	<b>Yes</b>	<b>No</b>
Has your child ever been excluded from a school for a fixed period?	<b>Yes</b>	<b>No</b>
<i>If yes, please give dates below:</i>		
From	To	No of Days
Reason/s for Exclusion		
From	To	No of Days
Reason/s for Exclusion		
Is your child at risk of being permanently excluded from school?	<b>Yes</b>	<b>No</b>
Have you withdrawn your child from school because of exclusion or possible threat of exclusion?	<b>Yes</b>	<b>No</b>
Has your child ever been home educated?	<b>Yes</b>	<b>No</b>
<i>If yes, please gives dates and details</i>		
Has your child been attending normal school lessons in the last month?	<b>Yes</b>	<b>No</b>
<i>If no, please provide details</i>		
Does your child have a history of attendance difficulties?	<b>Yes</b>	<b>No</b>
Please enter your child's current attendance percentage. <i>Please attach an up to date attendance certificate from your child's present or previous school.</i>	%	

Is your child currently attending school?	Yes	No
If no, please provide date last attended school?		
Is your child returning from the Criminal Justice System?	Yes	No
Are your family Refugees or Asylum Seekers?	Yes	No
Do you consider yourself to be a Traveller family?	Yes	No
Is your child a Young Carer?	Yes	No
Is your application due to your family fleeing Domestic Violence/Abuse?	Yes	No
Are you employed as a Crown Servant or UK service personnel?	Yes	No
Has your child been at their previous school less than 6 months?	Yes	No
Has your child had more than 3 previous schools?	Yes	No

Enter details of any brother(s) or sister(s) attending The Bulwell Academy:			
Name	Date of Birth	Name	Date of Birth

**Why do you want your child to transfer to The Bulwell Academy?**  
Please give as much detail as you can to support your request (continue on page 7 if required):

**If your request for a change of school is NOT as a result of a change of address, please complete the following:**

Please give details of the school staff you have worked with to try to resolve your child's present difficulties:

Teacher /Tutor/Head of Year ..... Date(s) contacted: .....

Assistant Head/Deputy Head/Head Teacher ..... Date(s) contacted: .....

Other (please specify): .....Date(s) contacted: .....

**IF YOU HAVE NOT DISCUSSED YOUR CONCERNS OR TRIED TO RESOLVE YOUR CHILD'S DIFFICULTIES WITH THE PRESENT SCHOOL, WE WILL REFER YOU BACK TO THE SCHOOL BEFORE TAKING ANY ACTION ON YOUR REQUEST.**

**YOUR CHILD MUST CONTINUE TO ATTEND THEIR PRESENT SCHOOL UNTIL A CHANGE OF SCHOOL TAKES PLACE. FAILURE TO DO SO MAY RESULT IN COURT ACTION.**

**3. PARENT/CARER DETAILS**

Mr  Mrs  Miss  Ms  Dr  Rev  Other .....

Forename(s): ..... Surname: .....

**Your relationship to the child**

Mother  Father  Carer  Other  (please specify) .....

**Full address of Parent/Carer**

.....  
..... Post code: .....

Landline telephone number: ..... Mobile: .....

Email address: .....

**4. The documents listed below need to be provided by you with the completed application.**

Documents	Notes*
Latest School Report <input type="checkbox"/>	
Up-to-date attendance certificate <input type="checkbox"/>	
Behavioural information/reports/exclusions (where appropriate) <input type="checkbox"/>	
Educational Health & Care Plan <input type="checkbox"/>	

**4a. The documents below need to be produced at the admissions meeting, *only original documents will be accepted – no photocopies*. Your application may be delayed if these documents are not produced. **DO NOT SEND THESE DOCUMENTS IN THE POST.****

Documents - Safeguarding		Notes*	Checked By*
<b>Two different</b> proofs of address from opposite	Driving licence <input type="checkbox"/>		
	Utility bill <input type="checkbox"/>		
	Bank/building society correspondence <input type="checkbox"/>		
	Other <input type="checkbox"/>		
<b>Plus One form</b> of Parent/Carer's Photographic ID from opposite	Passport <input type="checkbox"/>		
	Driving licence (photo card) <input type="checkbox"/>		
	Other <input type="checkbox"/>		
If not the parent; <b>official</b> proof of Parental Responsibility <input type="checkbox"/>			
In addition, if your child has been at his/her previous school for less <b>than 6 months</b> , has had more than <b>3 previous schools</b> , or joining us from <b>outside the UK</b> , please also provide the following documents			
Child's Birth Certificate/Adoption Certificate <input type="checkbox"/>			
Child's Passport <input type="checkbox"/>			
Proof of residency (Non-EU countries) <input type="checkbox"/>			
Proof of Parental Responsibility if not the parent and if not already supplied above <input type="checkbox"/>			

**I confirm that:**

- I am the person with parental responsibility for the child named on page one of this form and that all the information given on this form is correct
- I understand that my child's place may be withdrawn if it is proven to have been obtained on the basis of fraudulent or misleading information

Signature ..... (Parent/Carer)      Date .....

Please return this completed form to: **Student Admissions, The Bulwell Academy, Squires Avenue, Nottingham NG6 8HG**



## THE BULWELL ACADEMY

### Admissions Criteria – Mid Year Admissions

Students who have an Education, Health and Care Plan where The Bulwell Academy is named in the plan will be admitted. In this event, the number of places that are available for allocation will be reduced. Where the number of applications for admissions is greater than the published admissions number, applicants will be admitted in the following order: -

- a) Looked after children and previously looked after children as defined in the Nottingham City Council's admissions statement
- b) Children who live within the catchment area whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school
- c) Children who live within the catchment area whose parents have requested a place at the school
- d) Children with exceptional medical, mobility or social grounds which can only be met at the Academy<sup>1</sup>
- e) Children who live outside the catchment area whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school
- f) Children who live outside the catchment area whose parents have requested a place at the school

For admissions purposes the Academy considers a sibling connection to relate to any of the following:

- A brother or sister who share the same parents
- A half-brother or sister, where two children share one common parent
- A step brother or sister, where two children are related by a parent's marriage
- Adopted or fostered children living in the same household under the terms of a care arrangements order.

In the event of over subscription within any of the criteria listed above, preference will be given to applicants who live closest to the school, as measured in a straight line (as the crow flies) from a point at the school campus to a point at the child's home, both identified by the Local Land Property Gazetteer (by a computerised geographical information system). The points to which will be measured from is the Academy front gate to the front door of the home in question.

*If you would like your child to be educated outside their normal age group, The Bulwell Academy will consider your request according to your child's circumstances and what is in the best interests of your child. You must state clearly, on the application form why you feel admission to a different year group is in your child's best interest, and, if you wish, provide evidence to support this. This should be submitted alongside the application.*

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<sup>1</sup>Applications must be supported by a statement in writing from a doctor, social worker or other relevant professional, and each case will be considered by The Bulwell Academy on merit

