



In Year Transfer Application Form

This form is for students wishing to be considered for a place in Year 7, 8, 9, 10 or 11 between September 2023 and July 2024.

All sections of the form **must** be completed in BLOCK CAPITAL LETTERS. Any sections not completed will result in a delay in processing your application and this may be returned to you to complete any missing information.

1. Student details

Surname:

Forename:

Date of Birth: Gender: Male Female

Home address:

..... Post code:

Year group applied for (select relevant year group):

- 7 Date of birth between 1/09/2011 - 31/08/2012 8 Date of birth between 01/09/ 2010 - 31/08/2011
- 9 Date of birth between 01/09/2009 – 31/08/2010 10 Date of birth between 01/09/2008 - 31/08/2009
- 11 Date of birth between 01/09/2007 – 31/08/2008

1b. Sibling details

Please enter details of any siblings attending The Elms Academy and their relationship to the applicant.

Student name	Year group	Relation to applicant e.g. sister

2. Reason for transfer – please select the relevant reason for transfer

2a. New arrival to the UK from overseas

Country	Date of arrival in the UK

2b. Transfer from any other area within the UK

Please state the full school name and address and reason for the transfer below.

Name and address of school	Enrolment Dates	Reason for leaving (please give as much details as possible)
School Name: Address: Postcode:	Start date: Leaving date:	

Please note that should we consider this application, where possible we will contact any previous school(s) before we proceed further.

2c. Permanent exclusion

Name and address of school	Date	Reason for Permanent exclusion
School Name: Address: Postcode:	Date of permanent exclusion:	

3. Additional Information

3a. Support

Do you feel that your son/daughter might need additional support? Yes No

If yes please give a reason:

3b. Languages spoken

What is your main language spoken at home?

What other languages are spoken?

If your son/daughter's first language is not English, do you feel they may need extra support?

3c. Looked after child

Is your son/daughter a "looked after" child / child in care of the council?

Yes No

Please state which Authority and attach confirmation of this.

4. Special Educational Needs or Statement of Special Education Needs

Please note that if your son/daughter has a Statement we will contact you when we receive this form as the application process is different from other In Year applications.

Does your son/daughter have a statement of SEN?

Yes No

Do you consider the son/daughter to have Special Educational, Medical or Social Needs, which are not covered in a statement of Special Educational Needs, which can **uniquely** be met by The Elms Academy?

Yes No

If yes, please attach a supporting statement from a relevant and appropriately qualified professional.

5. Parent/carer contact details

Name:

Telephone number:

Email address:

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6. Declaration

I confirm that the information given above is correct and that I would like The Elms Academy to consider my son/daughter for admission.

The Elms Academy reserves the right to withdraw the offer of a place if any information given is found to be incorrect.

Signed (Parent / Carer)

Print name:

Date:

Please return the completed form to:
Admissions Officer, The Elms Academy, Elms Road, London SW4 9ET

Notes

1. This form must be used by any parent / carer / guardian wishing to apply for their son/daughter to be admitted to the academy.
2. You may be asked for evidence of the son/daughter's date of birth.
3. The student's permanent address is where he or she normally lives and sleeps and goes to school from. Should we be able to offer a place proof of residence will be required. You will be asked to provide your original Council Tax or Child Benefit documents. If false or misleading information is used to gain entry to the academy the offer of a place will be withdrawn and the application cancelled.
4. The term "sibling" means a full, step, half, adopted or fostered brother or sister but **not cousins**. The academy reserves the right to ask for proof of relationship.
5. Admissions Criteria - Places will be offered from our waiting list in strict order according to our Admissions criteria. These being:
 - Children in the care of the council ("Looked after" children)
 - Siblings of students currently attending the academy who will continue to do so on the date of admission.
 - Special medical needs, social needs and special needs.
 - Nearest straight line distance to the academy. The distance is measured using software to determine the straight-line distance between the student's permanent address and the designated entrance to the academy main building. Where parental responsibility is shared, the address of the parent / guardian who receives the child benefit allowance for the child will be taken as the permanent address.

In Year Admissions - The Academy may refuse any request for a transfer on the grounds set out in our own Admissions Policy and the Schools Admission Code.

As part of the admissions process, we will ask for background information from your child's previous school. This will consist of attendance information for the current school year, their latest academic report and any exclusions information.

We use this data to determine what level of support we would need to offer your child and whether this can be reasonably met.

Please refer to the Privacy Notice on The Elms Academy's website for further information about your data protection rights.

Contact Details:

Samantha Bradley - Admissions Officer
Email: sbradley@theelmsacademy.org.uk
Telephone: 0207 819 4700