

Ark In-Year Admission Application Form

School: Ark Victoria Academy
Address: Talbot Way, Small Heath, Birmingham B10 0HJ

This form is for completion by parents/carers of a child wishing to apply for a place at the school either;

- Outside of the normal admissions round;
- For a year group other than the publicised point(s) of entry (e.g. Reception / Year 7).

PLEASE NOTE: You should not complete this form or make an application direct to the school if the child in question has an **Education Health and Care plan (EHCP) or Statement of Special Educational Needs with a named school as the Education Provider**. There is a separate process for changing the school named on an EHCP or Statement of Educational Needs, please contact your Local Authority for further details.

Key points to note before completing this form:

1. Please refer to the Admissions Policy for the relevant academic year for further details on the in-year application process, oversubscription criteria, waiting lists and the in-year appeals process. The policy is available on the school's website.
2. The school will advise the admissions team at the Local Authority (LA) of any new in-year application received.
3. When the school has made a decision about your application, both you and the LA will be informed of that decision, and the reasons for it, in writing.
4. If your application for a place at the school is refused, you have a right to appeal the decision and the letter will inform you of the process and deadlines for this.
5. Unsuccessful applicants are automatically added to a waiting list for the relevant year group, ranked according to the published oversubscription criteria only (not date of application). This may result in a later application being ranked higher on the waiting list if it meets a higher priority criterion for oversubscription. If you do not wish to be added to the waiting list please contact the school.
6. Every effort will be made to consider your application and reach a decision without undue delay, please contact the school for timescales.
7. If you have any questions about the in-year application process or completing this form, please contact the school's **Admissions Manager** at admissions@arkvictoria.org

School Office use only:			
Date received:		Entry Year:	
		Distance:	
Application meets priority oversubscription criteria?	YES/NO If Yes, which criteria?		
Date added to waiting list:		Added by (initials):	

Please complete in CAPITAL LETTERS and use black ink.

SECTION A: CHILD'S DETAILS			
Is this application for siblings of a multiple birth (e.g. twins) or siblings within the same year group?		YES/NO* <i>*delete as appropriate</i>	
		<i>If yes, please complete one application for all children</i>	
First name:		Surname:	
Date of birth:		Gender (male or female):	
Address of child's main residence ¹ :			
Postcode:			
Year group child will be entering:			

SECTION B: PARENT/CARERS DETAILS*		
Your full name:		
Telephone number	Day:	Evening:
Email address:		
Are you a current member of staff at the school?	YES/NO* <i>*delete as appropriate</i>	
	If yes, have you been employed at the school for a minimum of two years?	

This person must have **parental responsibility for the child*

SECTION C: FURTHER DETAILS	
Is your child a looked after child ² or previously looked after child ³ ?	YES/NO* <i>*delete as appropriate</i>
	If yes, please state the Local Authority (Borough) and attach a copy of any court orders relating to this child:
Does this child have a sibling ⁴ that currently attends the school?	YES/NO* <i>*delete as appropriate</i>
Additional further information (e.g. reasons for applying to the school).	
<i>Please continue on a separate sheet if needed.</i>	

¹ This is the address at which the child normally resides and which has been notified to the school and other relevant agencies as being the child's normal place of residence.

² A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

³ A 'previously looked after child' is a child who has been previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.

⁴ For the purpose of this application, 'sibling' refers to whole, half or step-sibling or an adopted child resident at the same address.

According to the Admissions Code 2014, the school must inform the Local Authority of any In-Year application it receives. For this purpose, the below information is requested. Please note this information is **not** considered when processing your application and does **not** impact on the outcome.

SECTION D: Additional Information	
Name and address of child's current or most recent school.	<i>*delete as appropriate</i>
	This is the child's current / most recent school*

SECTION E: DECLARATION AND SIGNATURE OF PARENT /CARER

1. I wish to apply for a place for my child at the school named on this form.
2. I certify that I am the person with parental responsibility for the child named in Section A and that the information given is true to the best of my knowledge and belief.
3. I understand that any false or deliberately misleading information given in this form and/or supporting information may render this application invalid, or lead to any offer of a place being withdrawn. I understand that Electoral Roll and Council Tax records may be consulted in connection with this.
4. I understand that I will be required to provide proof of address and my child's date of birth upon receipt of an offer of a place at the school. Failure to provide acceptable evidence will lead to the offer being withdrawn.

Parent/Carer Signature:

Date:

USING YOUR PERSONAL INFORMATION

Ark Schools, as the admissions authority, and Ark Victoria Academy will handle the information you have provided in line with the Data Protection Act 2018 (DPA) and it will only be used for school admission purposes. In order to verify some of the information you have provided, a request for information may be made to other bodies such as the Local Authority e.g. Council tax records. Under the DPA you have the right to make a formal written request for access to personal data held about you or your child.

RETURNING YOUR COMPLETED FORM

Once completed this form and any additional evidence or supplementary information should be returned to:

**The Admissions Manager
Ark Victoria Academy
Talbot Way
Small Heath
Birmingham
B10 0HJ
Email: Admissions@arkvictoria.org
Tel: 0121 393 4459**