Staffordshire County Council

Please read the following information very carefully before making an application

In Year Admission to a School for Children in Public Care

The application form should **NOT** be used to apply for school places for children with an Education Health Care Plan (EHCP). You should contact the SEND Assessment and Planning Service for advice on telephone **0300 111 8007** if this applies.

Please note that even where you are verbally advised by the preferred school that a place may not be offered you still have the right to make a formal application. A response to your application should be received from the school within 7 school days. If the admission is refused there is a right to appeal this decision.

IMPORTANT INFORMATION FOLLOWS PLEASE READ: -

Where another Local Authority is placing, or wishing to place, a child in care in Staffordshire who requires education it should:

- Complete a Director of Children Services (DCS) to Director of Children Services (DCS) notification.

- Ensure that the Home Local Authority Virtual School informs and shares Education Information with the Staffordshire Virtual School to support planning within 10 days or within 20 days if the placement was made in an emergency.

- Provide accurate information about the child's educational needs on the following application form to avoid unnecessary delays in the admissions process and secure the most appropriate provision.

- Good practice would expect that a PEP should be initiated within 10 days and completed in conjunction with the receiving school preferably prior to the child starting and mandatorily within 20 days of starting.

- Where it is deemed that the child may require high levels of support to access education in a mainstream setting, the Local Authority Social Worker and/ or a representative from the home Local Authority Virtual School would be expected to meet or discuss with the preferred school prior to a placement being made in order to minimise the opportunity for unnecessary delay.

- *As indicated in Section 3, the young person's most recent PEP should accompany this* application before it is submitted to the preferred school.

Making a Preference

This application form should only be used to apply for school places in Staffordshire and should be **sent directly to the preferred school**. This includes Academies, Foundation, Trust Schools, Catholic Schools or Church of England Aided Schools. **Social Workers are advised to either visit the preferred school or to have an initial discussion with the appropriate member of staff regarding their reasons for choosing the school to ensure that the opportunity for unnecessary delay and drift is minimised.**

Staffordshire County Council

Children in Care - Application for Admission to a School <u>other</u> than at the Normal Age of Entry (In Year Admission)

SECTION 1 – Notifications – placing authority for non-Staffordshire children should confirm the following (a 'no' response to any of the following should not delay consideration of this application by the preferred school)

Please answer YES or No:

1. Has the DCS or DCS notification been sent? | |
2. Has the child's Home Virtual School been consulted about the change? | |
3. Has the child's Home Virtual School informed Staffordshire VS? | |

SECTION 2 – Your child's details

Child's Surname: | Gender:

Child's Forename(s):

Date of birth: | Current Year Group:

Child's Current Home Address and Postcode:

If this application is the result of a change of placement please provide the new address and expected date of move below:

Child's New Address:

Expected date of move:

Name of Social Worker and Home LA. Please include their telephone number/email address

Name of carer and telephone number/email address

Virtual School contact telephone number/email address

Staffordshire County Council

SECTION 3 –child's current education provision details

Name and address of current school or last school and/or alternative provision (if applicable):	
Date last attended if not currently attending:	

This form should NOT be used to apply for school places for children with a Statement of Special Educational Need (SEN) or an Education, Health and Care Plan (EHCP).

Please answer Yes or No:

Are/were there any attendance related difficulties at this or any other school?	
Does this child have any exclusions (fixed or permanent) at this or any other school? If yes, please provide information about the length and dates	

MINIMUM INFORMATION <u>REQUIRED</u> TO REDUCE OPPORTUNITY FOR DELAY

Please attach a copy of the most current PEP for this child and provide any relevant information, details of risk known by Social Care which could include (not exhaustive):

- Any information/risks that a school would wish to know in order to effect a smooth and appropriately supported admission
- Any package required to support the child in school/class and any funding available to provide this
- Time spent in alternative / off site provision
- Time spent in a pupil referral unit
- Other agencies e.g. YOS involvement
- Any significant time spent out of education in past 12 months

Key Stage 4 – Please provide in the box below or attach details of all subjects that are currently being studied along with the relevant examination boards

All schools (including Academies) are asked to note that this application must be responded to as a matter of urgency and no longer than 7 school days. Wherever possible a place should be offered to the child concerned unless it is felt that there are extreme and extenuating reasons why this should not be the case.

Staffordshire County Council

SECTION 4 – Preferred School

Name of Preferred School:

You should have made every effort to make contact with the relevant member of staff at the above school before submitting this application to minimise the opportunity for unnecessary delay

Please provide the reasons below why this is your preferred school:

YOUR CONSENT:

I agree that the information provided on this application form will be used in accordance with Data Protection Legislation to ensure that the County Council's records are correct and that my application for school can be processed. It may also be shared with other agencies and services in the Local Authority including; the schools you have requested and are allocated, members of an independent admission appeals panel, child health services, local support teams, other Local Authorities, District Inclusion Panels and any other relevant agencies to ensure that your child and family receives an appropriate service from the County Council. The full Data Protection statement can be found on our website www.staffordshire.gov.uk/admissions

I also give my consent for the School Admissions to contact relevant agencies in order to validate this application for a school place and to ensure that it is processed in line with relevant legislation.

I give consent to the Local Authority to use and keep my data in relation to this application. Please be aware that if you do not consent to the use and retention of your information it may affect the ability of the County Council to process this application.

Signed: Date:

THE COMPLETED APPLICATION SHOULD BE SENT TO YOUR PREFERRED SCHOOL IN THE FIRST INSTANCE