



LIGHTHOUSE SCHOOLS PARTNERSHIP

In-Year Admission Application Form

This Application Form must only be used in order to apply for a place required during the academic year at one or more of the schools within the Lighthouse Schools Partnership

- In-Year admission applications are coordinated across the Lighthouse Schools Partnership. Therefore you may indicate more than one preference on this application Form and return it to your most preferred school . You may also apply to other schools which are not members of LSP but you should do so using their own application forms.
- Please complete one Application Form per child and enter all the required information.
- A decision will be issued to the applicant in writing within 10 school days of receipt of the completed Application Form.
- Applicants are encouraged to refer to the Lighthouse Schools Partnership Admission Arrangements before completing this Application Form (the Admission Arrangements are available to download from the [LSP website](#) or upon request).

Section 1: Your requirements

Which Lighthouse Schools Partnership School(s) are you applying for? If you are applying for more than one please put in preference order. <i>A full list of our schools can be found on our website.</i>	
In which Year Group is a place required?	
On What Date is this place required?	
School use only: enter date this form was received by the school office	

Section 2: Your child's details (the child who is the subject of this application)

Please enter the required detail or circle 'Yes' or 'No' throughout

First Name		Middle Name(s)	Last Name
Male	Female	Date of Birth (dd/mm/yyyy)	Registered Nationality

Please enter the home address at which your child lives for the 'majority' of their time (for more than 2.5 school days per week)

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How long has he/she lived at this address?	Enter:	Years	Months	Weeks
Are there any formal shared residency arrangements in place for your child? <i>If yes you will need to provide a copy of the court order/agreement with your application.</i>			Yes	No

Please note: If your family is currently moving house and you would like your child's future home address to be taken into account for admission purposes, you must enclose with this application a copy of the legal 'Exchange of Contract' document or a Tenancy agreement (minimum six month) signed by the landlord.

Is this child a 'Looked After Child' - a child in the care of a Local Authority?	Yes	No	
Is there an adoption, child arrangements or special guardianship order in place?	Yes	No	
Does he/she have an Education Health and Care Plan (EHCP) in place or agreed at the time of application which names a specific school?	Yes	No	
Does this child currently have a sibling attending any of the schools you are applying for? <small>Refer to the published Admission Arrangements for the definition of 'sibling'</small>	Yes	No	
If 'Yes' enter below the details of a qualifying sibling			
Last Name	First name	DOB: dd/mm/yyyy	School

Section 3: Supporting Information

The information that you have provided in sections 1 and 2 will be used to help inform the admission decision. The published oversubscription criteria will be applied if there are more applications received at the same time than there are places available. A place will be offered in the year group requested only where a further admission would not '*prejudice the efficient delivery of education or the efficient use of resources*' or, where applicable, unlawfully breach the statutory Infant Class Size Limit.

If a place **can** be offered, the information you provide below will help the Admissions Committee to determine any specific support your child will require on joining the school.

If a place **cannot** be offered and your child is not on roll or attending a school at the time of application, the information you provide below will help the Admission Authority to identify whether he/she qualifies against one or more of the criteria set out in the Local Authority Fair Access Protocol. Where this is the case, the Admission Authority will refer your application to the council in order that an officer might engage with you and help secure a suitable educational placement without undue delay.

The Admission Authority or an appointed agent may contact you to discuss the information you provide, in order that your circumstances are clear and that you are supported as fully as possible throughout the In-Year admissions process.

Is your child currently on the roll of a United Kingdom school?	Yes	No
If YES, please provide the name of this school		
If NO, when did he/she last attend school? Enter month/year		
Is he/she designated as a registered carer for another person?	Yes	No
Is he/she entitled to a Pupil or Service premium?	Yes	No
Does this pupil have an Education, Health and Care Plan, or an identified special educational need or disability? If yes, please give details. Please forward any relevant supporting documents to the SENDCO	Yes	No
Does he/she have a registered support worker?	Yes	No

Are there any other factors that you would like the Admission Authority to be aware of?

Section 4: Applicant Details (the applicant is the person completing this form)

Please enter the required detail or circle 'Yes' or 'No'

First Name	Last Name		Title
Your relationship to this child	Parent	Carer	Other

Do you live at the same address as the child you are applying for	Yes	No
If 'No' then please provide your full address (include post code) for communication purposes		

Landline telephone number	Mobile number	Email address

Section 5: Declaration and Signature

This application will not be processed unless signed and dated by the applicant (if submitting by email insert an electronic signature. By submitting this Application Form, the applicant confirm that:

The applicant is legally responsible for the child concerned or that he/she has appropriate consent from the legally responsible party to submit this school place application
The information provided on this application form (and any supplementary information that may be provided in support of this application) is accurate to the best of the applicant's knowledge and not intended to mislead in any way.
The offer of a school place may be withdrawn if any of the information provided in conjunction with this application is subsequently found to be intentionally misleading or false.
Where this application is submitted as an attachment to an email, the applicant agrees and accepts full responsibility for the child's information being submitted via a non-secure email platform (subject to the conditions and requirements of the Data Protection Act 2018). If this is unacceptable, this Application Form should be completed and submitted as a paper copy, to be posted or hand delivered
The information provided may be shared by the Admission Authority to the extent that is necessary to determine the school admission decision, subject to the requirements of the Data Protection Act 2018.
The applicant is aware of the In-Year admission application process set out in Section 3 of the Admission Authority's published Admission Arrangements.

Applicant's Signature	Date: day/month/year

A full list of all schools within the Lighthouse Schools Partnership, including their contact details, can be found on our website: www.lsp.org.uk