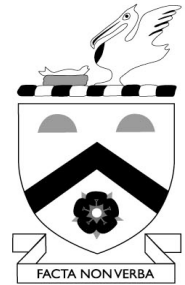


# FRED LONGWORTH HIGH SCHOOL

Belonging, Engaging, Succeeding, Together



## Application for in-year school admission only

Please use this form to apply for a school place for your child in-year. This can be returned via email or post.

### Information about applying

- You must complete **all** relevant sections by ticking the appropriate box - **if you don't your application could be delayed**
- Applications can take 20 school days to process
- Applications must be a maximum of a half-term in advance of when a school place is required
- We will inform you about your application in writing at the address you give us

Section 1: Application Information	
Year group you are applying for:	
Reason for applying (check one box only):	
Moving in to Wigan borough from another area of UK	
Moving due to posting to the area - crown servants and service personnel	
Moving in to Wigan borough from abroad	
Wanting to transfer school but not moving	
Other (Please specify)	

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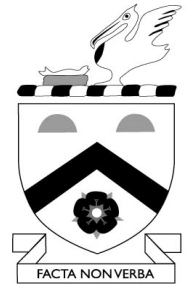
Section 2: Child's Details	
Legal Surname	
Preferred Surname - if different	
First Name	
Middle Name(s)	
Date of Birth	
Gender	

Section 3: Your Details	
If you are a carer or have cared for someone else's child for more than 28 days and are not an immediate relative it is a legal responsibility to provide evidence as such if you intend to use this as part of your application.	
Full name and title of parent / carer	
Relationship to the child	
*Do you have parental responsibility?	
*If you don't have parental responsibility please tell us more	

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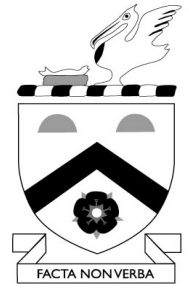


Home phone number (Include STD Code)	
Mobile phone number	
Email address	
Your current address including postcode	
Is this also the child's address?	
Are you moving house?	
Your new address including postcode	
New home phone number	
The date you expect to move	
Have you exchanged contracts, completed or do you have a signed rental agreement for this property - <u>you will need to submit this with your application when it's available</u>	
Evidence of the move will be required, including disposal of your current home address. Please advise if there are any changes to these plans as this may affect the allocation of a school place.	

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### Section 4: Current or last school

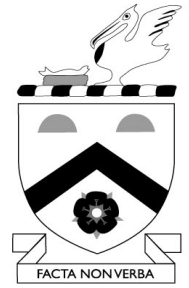
We will seek further information from your child's current or last school to verify information provided on this application form or to determine whether the Fair Access Protocol should be considered for your child's application.

Name of the current or last school	
School address including postcode	
School contact person	
Date of last attendance, if not attending	
*Any fixed or permanent exclusions?	
*If yes, please provide details below with the number and length of the exclusions along with the reasons	
Reason for leaving or reason for a request to change school	
Have you discussed the proposed change of school with your child's current school?	

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Is there any additional information, which you consider is relevant to this application? Do you think your application should receive consideration under our Fair Access Protocol? Please give details below.

Serious consideration should be given to moving a child in year 10 or 11 as this can adversely affect your child's education. Whilst a place may be available, subjects may be full, examination boards incompatible or modules may have been completed in a different order to any previous school.

### Section 4: Additional Information

**A.** Does your child have a Statement of Educational Need or Education, Health and Care Plan (EHC)?

**B.** \*Is the child 'looked after' or previously 'looked after' by a local authority? (Relevant supporting information will be required.)

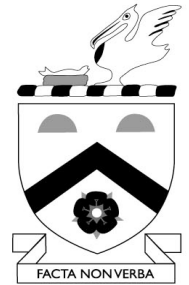
\*If yes, state the name of the local authority | LA:

**C.** Are you applying on the grounds of serious medical, physical, psychological or social need? (evidence will be required)

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**D. For Year 10 and 11 students** - please provide details of GCSE or other qualifications being studied.

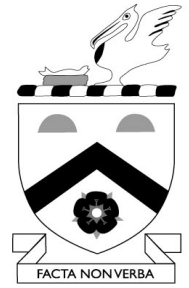
Subject	Examination Board	Course Code	Modules Completed

The above information is essential if you're considering moving your child in these year groups. Please be aware that for safety reasons it could be difficult to match the curriculum or space in teaching groups for subjects that accommodate a limited number of students. For example science and technology or courses that are already full at the school.

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### Section 5: Declaration

The school reserves the right to carry out further investigations and request additional evidence to verify information contained in this form, including contacting the child's previous school.

Please note that the information will not be disclosed to any other organisation without your consent other than to schools, other local authorities or government agencies e.g. Department for Education or Local Government Ombudsman for school admission purposes.

#### Supporting documentation checklist

Birth certificate		Section 4A - SSEN or EHC	
Current and previous school reports		Section 4B	
Exchange contract or rental agreement		Section 4C	

I declare that the information I have given on this form is correct and that I am the person with parental responsibility for the child named above.

I confirm that, to the best of my knowledge, the declared address will continue to be the child's residence beyond the start admission and will advise the school of any changes.

I have read and understood the admission arrangements and criteria for the school and have completed and attached any additional or supplementary information forms which are required.

I understand that any place offered may be withdrawn if I give false or misleading information.

Personal information contained in this form is subject (EU) General Data Protection Regulations.

Name of the parent/carer making the declaration

Signed:

Date: