

## **In-Year Admission to School Application for Children in Public Care**

**Please read the following information very carefully before making an application**

The application form should **NOT** be used to apply for school places for children with a Statement of Special Educational Need (SEN) or 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.** If you do not receive a formal response within 7 school days you should make contact with Helen Dell the Fair Access and Placements Officer on 01785 278992 or email [helen.r.dell@staffordshire.gov.uk](mailto:helen.r.dell@staffordshire.gov.uk)

### **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.
- As well as completing the attached, ensure that the Home Local Authority Virtual School informs and shares Care & 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 in order to inform the best possible provision and to avoid unnecessary delays in the admissions process.
- If the child requires mainstream education, 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.
- If the child may require additional support or if there are any concerns that a receiving school should be aware of the Local Authority Social Worker would be expected to meet with the preferred school and/ or appropriate professionals in Staffordshire prior to a placement being made.
- *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.**

## Contact Details

If you have any queries about the school admissions process please contact Helen Dell the Fair Access and Placements Officer who can be contacted on 01785 278992 or email [helen.r.dell@staffordshire.gov.uk](mailto:helen.r.dell@staffordshire.gov.uk)



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

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).

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

1. Has the DCS to DCS notification been sent ☐ Yes ☐ No
2. Has the child's Home Virtual School been consulted about the change? ☐ Yes ☐ No
3. Has the child's Home Virtual School informed Staffordshire's Virtual School? ☐ Yes ☐ No

## SECTION 2 – Child details

Child's Surname:  Male: ☐ Female: ☐

Child's Forename(s):

Date of birth:  Current Year Group:

### Child's Current 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 Proposed Address where different to above:


Expected date of move:

Name of Social Worker and Home Local Authority:  
Telephone Number and Email address:

Name of Carer:  
Telephone Number and Email address:

Virtual School Contact:  
Telephone Number and Email address:

### SECTION 3 – Child's current education provision details

Name and location of current or last school  
and / or alternative provision if applicable):

Date last attended if not currently attending:

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Are/were there any attendance related difficulties at this or any other school? Yes ☐ No ☐

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* Yes ☐ No ☐

#### **MINIMUM INFORMATION REQUIRED 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 you feel 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
- Any criminal charges pending
- Any significant time spent out of education in past 12 months

**Key Stage 4** - Please provide 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. If you feel that there are extreme and extenuating reasons please seek advice from Helen Dell the Fair Access and Placements Officer who can be contacted on 01785 278992 or email [helen.r.dell@staffordshire.gov.uk](mailto:helen.r.dell@staffordshire.gov.uk)

#### 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.

**Reasons why this is your Preferred School**

#### **Declaration:**

The information provided on this application form will be used to ensure that the council's records are correct. It may also be shared with other agencies and service providers to ensure that the child receives an appropriate service. The full Data Protection statement can be found on Staffordshire County Council's website [www.staffordshire.gov.uk/](http://www.staffordshire.gov.uk/)

I give my consent for the relevant admitting authority to contact relevant agencies or the child's current/previous school in order to process this application.

Signed:

Date:

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