



In-Year Secondary Application Form

For In-Year Admissions and School Transfers

Use this form if you would like to make an In-Year application to the Leigh Academy Halley. Further details are given on our [website](#), or can be found in the London Borough of Greenwich website under the "[Apply for a school place](#)" page.

The information you provide will be used to determine whether your child's application needs to be considered in line with the Royal Borough of Greenwich's 'Fair Access' protocol.

1. Child's Details

Surname:			
First Name:		Middle Names:	
Date of Birth:		Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Child's Home Address:			
	Postcode:		
Date moved to this address:			
<p><i>This must be the address where your child normally lives. If your child lives equally between both parents, the principal address will be considered to be the address at which your child is registered with a GP and, if applicable, the address of the parent receiving benefits for the child.</i></p> <p><i>With the exception of children of UK service personnel, we do not accept applications for children living overseas. If you are a member of the UK armed forces or a Crown Servant, you can apply for a school place for your child in advance of your move. You will need to provide an official letter which gives a relocation date and an address.</i></p>			

2. Parent or Carer's Details

Relationship to Child:	Mother <input type="checkbox"/>	Father <input type="checkbox"/>	Other (please specify)	
<p><i>If you are not the child's parent, you will need to provide proof of guardianship such as a Child Arrangements or Court Order. If you are sending your application by e-mail, you can submit this electronically. If you are sending a hard copy in the post, please do not include original documents.</i></p>				
Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/> Other
Forename:		Surname:		
Home Address:				
Postcode:		Daytime Telephone:		
E-mail:				
<p><i>Please provide one of the following items as proof of address:</i></p> <ul style="list-style-type: none"><i>A tenancy agreement</i><i>Public utilities bill such as electricity, gas or water</i><i>Proof of payment of rent to a landlord on a regular basis</i><i>Evidence of completion of the purchase of a new property</i> <p><i>Failure to provide the relevant proof could result in your application not being processed.</i></p>				

3. Details of Current or Previous School

Full Name of School:			
Address:			
Postcode:		Telephone:	
Last Date of Attendance:		E-mail:	
Reason for Leaving:			

We will contact the school to obtain further information about your child. In the meantime, it would be helpful if you were to provide a copy of your child's most recent school report.

4. Siblings

Are you applying for a school place for more than one child?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Full name of sibling(s):				
<i>If yes, please ensure that you complete a form for each child</i>				
Does your child have a sibling(s) living at the same address attending this Academy:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Full name of sibling(s):				

5. Looked After and Previously Looked After Children

Is your child looked after by a Local Authority OR previously looked after and now adopted or subject to a child arrangements or special guardianship order, immediately following having been looked after?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>If yes, you will need to provide an official letter written by a social worker confirming the legal status of your child or an adoption certificate.</i>				
<i>Where the looked after or previously looked after child is an unaccompanied minor, the New Arrivals Age Assessment will need to be provided.</i>				

6. Medical or Social Reasons

Is it your view that there is an acute medical or social reason why your child should be offered a place at Leigh Academy Halley?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>If yes, you must provide supporting evidence with your application. You will need to demonstrate why Leigh Academy Halley is the most suitable for your child and the implications if your application is not successful.</i>				
<i>Note: Work commitments, childcare arrangements and moderate learning difficulties are not considered as being an acute medical or social need.</i>				

7. New Arrivals

Has your child recently arrived in the UK?:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>If yes, you will need to provide a letter confirming the legal status of your child.</i>				
If yes, please confirm the Date of Arrival in the UK:				
Country child arrived from:				
Country of origin (if different):				

Does your child speak English as a first or additional language?:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If no, which language does your child speak?:				
Has your child previously attended school in the UK?:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If yes, please give details of the last school attended:

Full Name of School:	
School Address:	
Last Date of Attendance:	
Reason for Leaving:	

If your child has arrived from outside the European Union, you will need to provide a copy of the pages in your child's passport showing their photograph and entry visa to the UK.

8. Additional Information

Please give the reason(s) why you are applying for a place at Leigh Academy Halley

Your child has been permanently excluded or is at risk of permanent exclusion:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Details:				
You have recently moved address:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Previous address:				
You have elected to home educate:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Start Date:				
There has been a change in parental responsibility or guardianship:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please give details:				
You have not moved house but wish to transfer your child to another local school:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please give reasons why you are requesting a transfer:				

9. Declaration

I certify that I am the person with parental responsibility for the child named in Section 1 and that the information given is true to the best of my knowledge and belief. I understand that any false or deliberately misleading information given on this form and/or supporting papers, or any relevant information withheld, may render this application form invalid and could lead to the withdrawal of an offer of a secondary school place for my child.

By signing this form I confirm that I have read the 'Secondary Schools in Royal Greenwich' [booklet](#) and the [Admissions Arrangements for Leigh Academy Halley](#).

Signature of Parent or Carer	Date

Information supplied will be used for registered purposes under the Data Protection Act 1998.

The completed form and any supporting evidence must be returned to

Admissions, or emailed to admissions@halley.latrust.org.uk