



SECONDARY IN YEAR ADMISSION APPLICATION FORM

Ark Academy is open to children from throughout Brent and is non-selective, non-denominational & co-educational. In the event of over subscription in the secondary school equal priority will be given to children from the Wembley area & from the Harlesden & Stonebridge area in the South of the Borough.

Please visit our website www.arkacademy.org for more information.

Once you have completed the form, please return to Ark Academy along with **photocopies of the following:**

- **Tenancy Agreement**
- **Council Tax Bill**

Please note we do not accept bank statements or utility bills as proof of address.

Please complete in BLOCK CAPITALS and in Black or Blue Pen.

If your child has a statement of special educational needs **you do not complete this form**. Please contact the SEN team of the local authority that maintains the statement.

Reason for your application (please tick as appropriate)

Year Applying For:

My child does not currently have a place in any school – Yes / No (please delete as applicable)

If you have ticked NO, please explain why & how long your child has been out of school.

Moving into Brent – Please tell us the Date you moved in?

Please tell us the date from which school place is required?

Moving to another area within Brent – Date of change of Address:

Not moving but would like a new school – Yes / No (please delete as applicable)

Please tell us the Reason you would like your child to attend Ark Academy Secondary:

Newly arrived from Abroad? – Yes / No (please delete as applicable)

Which Country did you live in?

Date you arrived in the UK?



Section 1: Child's Details

Child's Surname:

Child's First Name:

Child's Date of Birth:

Gender:

Is this child a twin or triplet or a child of a multiple birth? Yes / No (A multiple birth is the birth of more than one baby from a pregnancy) please give details of any other children below, e.g. child's surname, child's first name & child's date of birth.

Child's Home Address: this must be the child's permanent address at the time of application. If you change your address later you must inform the school straight away. You must not use a business address or any address other than the one that the child lives at permanently. If a place is found to have been offered on the basis of an incorrect address, the place will be withdrawn. **Please note, we will only accept Tenancy Agreement/Mortgage Paperwork or a Council Tax Bill as proof of address.**

Child's Home Address: (Full address including post code)

Borough of residence: (which borough do you pay your Council Tax to?)

Date moved/moving to this address:



Section 2: Looked After Children / Previously Looked After Children

Is your child in the care of a Local Authority? Yes / No (please delete as applicable)

If Yes, please state which local authority & provide a letter from the Social Worker to confirm the child's legal status:

Name of Social Worker:

Address including Full Postcode:

Telephone Number & Email Address:

Has your child previously been in the care of a Local Authority? Yes / No (please delete as applicable)

If Yes, please provide a copy of the residence order, special guardianship papers or proof of adoption to Ark Academy Secondary School.

Previously Looked After Children are children who were looked after but ceased to be so because they were adopted or became subject to a residence order of special guardianship order.



Section 3: Current or Previous School

What is the name, full address including full postcode, contact telephone number & email of your child's current school? Please include schools attended outside the UK.

Is your child still attending this school? Yes / No (please delete as applicable)

If NO, you must state their last day of attendance:

If your child's school was last overseas, has your child ever attended a school in the UK? Yes / No (please delete as applicable)

If Yes, please state the name, full address including full postcode, telephone number & email of the school.

Section 4: Transfer requests between schools

If you are requesting a transfer to another local school, it is important for you to discuss this with the Head Teacher or Head of Year of your child's current school first. Please give your reason for requesting the transfer.



Section 5: Permanent Exclusions and Managed Moves

Has your child been permanently excluded from any school? Yes / No (please delete as appropriate)

If Yes, you must give full information about the exclusion, including the date of the exclusion and the name, full address including full post code, telephone number & email of the school from which your child was excluded.

Has your child had a managed move? Yes / No (please delete as appropriate)

If Yes, please complete the following name, full address including full postcode, telephone number & email address for the schools.

Section 6: Sibling Connections

Have you a sibling who attends Ark Academy Secondary School? Yes / No (please delete as applicable)

If Yes, please enter the name, address including full postcode, date of birth & what year they are attending Ark Academy Secondary.



Section 7: Parent / Carer Details

Please enter details of the person with parental responsibility for the child. All correspondence will be sent to the first parent / carer listed. If your address is different to the child's address, you will need to tell us why. If both parents /carers share custody, please advise us in writing or by email and give both addresses, quoting your child's name, address & date of birth.

Parent/Carer 1:

Title:

Surname:

First Name:

Address including Full Postcode:

Home Telephone Number:

Work Telephone Number:

Mobile Number:

Email Address:

Relationship to the child:

Parent/Carer 2:

Title:

Surname:

First Name:

Address including Full Postcode:

Home Telephone Number:

Work Telephone Number:

Mobile Number:

Email Address:

Relationship to the child:



Section 8: Checklist

Before returning these forms please ensure that you have the following:

- Completed all relevant sections of this form: Yes / No
- Enclosed photocopies of proof of address – Tenancy Agreement/Council Tax Bill: Yes / No

FAILURE TO COMPLETE THIS FORM IN FULL ALONG WITH ANY RELEVANT INFORMATION WE REQUIRE WILL DELAY ITS PROCESSING.

If there is any more information you would like us to know, please complete on a separate sheet of paper and return to:

Mrs Clodagh Boyle
Admissions Co-ordinator
Ark Academy
Bridge Road
Wembley
HA9 9JP
Telephone: 020 8385 4370 Extension 327
Email: c.boyle@arkacademy.org

Section 9: Declaration & Signature of Parent / Carer

Please ensure that you have gone through the checklist above **BEFORE** signing this section.

- I have completed **each section** of this form.
- I certify that I am the person with **parental responsibility** for the child names in Section 1.
- I hereby declare that to the best of my knowledge & believe the information given on this form is correct in every respect & I agree to notify Ark Academy Secondary School of any changes which may arise. I authorise Ark Academy Secondary School to check the details with any relevant body.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn.

Parent/Carer Signature: _____

Date: _____

Parent Carer Name Print: _____

Date: _____

Information supplied will be used for registered purposes under the Data Protection Act 1998 – Any information parents/carers provide when applying for a school place will be entered on a computerised database. This information is protected by the Data Protection Act 1998, which ensures the information can only be used for defined purposes & can only be passed to specific people.

The defined purposes are:

- Administering the admissions process
- Preventing fraud or criminal offence or to ensure the safety of any child
- To ensure Ark Academy fully fills its statutory obligation to provide every child within the area with a suitable school place.

The people who may receive the information are:

- Child's Current School and Ark Academy Secondary School
- Brent Council and other admissions authorities so as to ensure that parents/carers have provided consistent information and do not hold on to more than one offer of a place
- Any organisation legitimately investigating allegations of fraud, criminal offences or child protection.

