

**In Year Application Form**

Application for In Year Admission will open on 1st September 2023. Please note we are currently full in every year group and so your child will be added to a waiting list. To apply, please complete the form below **in full**.

The waiting list is always cleared at the end of an academic year. If you want your child on the waiting list from 1st September 2023-2024 you will need to complete another application form and send it to school.

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| **Section 1: Child’s details** |
| Child’s Surname: |  |
| First name(s): |  |
| Child’s date of birth: |  |
| Which year group are you applying for? |  |
| Gender: |  |
| Is your child a twin or triplet or a child of a multiple birth?*A multiple birth is the birth of more than one baby from a pregnancy* |  |
| If yes please list names of siblings: |
| Child’s home address\*:Post code:*This must be the child’s permanent home address at the time of application. If you change your address later, you must tell the school Office straight away. Proof of address is required to make an application. School places offered on the basis of fraudulent addresses will be withdrawn.* |
| Do you already have a child at Sharples School? |  |
| If yes, what is the sibling’s full name and date of birth?Name:Date of Birth: |
| Your council tax reference: |  |
| Date of moving to this address: |  |
| Date from which the school place is required: |  |
| **Section 2: Looked After Children/Previously Looked After Children** |
| Is your child in the care of a local authority or was previously in the care of a local authority prior to adoption or becoming subject of a child arrangement or special guardianship order?\* |  |
| If yes, please state which local authority and provide a letter from the social worker to confirm the child's legal status: |
| Name of Social Worker |  |
| Contact Details |  |
| Has your child previously been in the care of a Local Authority? |  |
| If yes, please provide a copy of the child arrangements, special guardianship papers or proof of adoption to your child's home Authority. |
| **Section 3: Current/Previous School** |
| What is the name and address for your child’s current or most recent school? |
| Is your child still attending this school? |  |
| If no, please state their last date of attendance: |  |
| If your child's last school was overseas, has your child ever attended school in the UK? |  |
| If yes, please state the name and address of the school: |
| **Section 4: Transfer Requests Between Schools** |
| Please state the reason for requesting the transfer:*If you are requesting a transfer to Sharples School, it is important for you to discuss this with the Headteacher of your child's present school first.* |
| **Section 5: Permanent Exclusions and Managed Moves** |
| Has your child been permanently excluded from any school? |  |
| If yes, you must give full information about the exclusion, including the date of the exclusion and the name of the school from which your child was excluded: |
| Has your child had a managed move? |  |
| School name from: |  |
| School name to: |  |
| **Section 6: Parent/Carer Details** |
| Title: |  | Surname: |  |
| First name: |  | Relationship to the child: |  |
| Parental responsibility?: | Yes / No |
| Address: |
| Home Tel No: |  |
| Mobile No: |  |
| Email: |  |
| Optional Second Contact: |
| Title: |  | Surname: |  |
| First name: |  | Relationship to the child: |  |
| Parental responsibility?: | Yes / No |
| Address: |
| Home Tel No: |  |
| Mobile No: |  |
| Email: |  |
| **Section 7: Identification**Please attached copies of the following documents for proof of identification:* Child’s passport or birth certificate
* Utility bill or bank statement as proof of address
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| **Section 8: Declaration and Signature of Parent/Carer**I have completed each section of this form. I certify that I am the person with parental responsibility for the child named in Section 1. I hereby declare that to the best of my knowledge and belief, the information given on this form is correct in every respect and I agree to notify Sharples School Admissions of any changes which may arise. I authorise Sharples School to check the detail with any relevant body. I agree that the details of my child can be shared with the school and other authorities in order to secure a school place. I have read the guidance notes relating to this application for a school place and I authorise Sharples School to obtain such verification as they require to verify my address. **I understand that any false or deliberately misleading information given on the form and/or supporting information may make this application invalid, or lead to the offer of a place being withdrawn.**Signed: Date: |
| **Privacy Policy** You are providing your information to Sharples School. The Data Protection Officer can be contacted via Sharples School. Your information is collected for the purpose of allocating a school place, as required to fulfil the school’s duties under the School Standards and Framework Act 1998. The information will be shared with Bolton Council and any organisation legitimately investigating allegations of fraud, criminal offences or child protection for the purposes of administering the admissions process, preventing fraud or criminal offence or to ensure the safety of any child. The information shall be retained for six years after the end of your child’s education and shall be processed in adherence to your legal rights, including but not limited to the right to withdraw consent, right to copies of your information and right to be forgotten. If you are dissatisfied with the processing of your information, you can raise your concern with the school’s data protection officer. |