**Application for Admission to a School other than at the Normal Age of Entry (In Year Admission)**

**Completed by the headteacher of the school where the pupil is currently on roll**

This form must only be completed and shared following the offer and acceptance of a school place.

Please ensure that the information shared is covered in your school’s own privacy notice.

**Name of student:**

**NC Year:**

**Attendance:**

Academic year:

Percentage:

% Attendance in the last academic year

**About the student:**

1. What are the reasons for the student leaving, or reasons for request to change school?

Choose an item.

Other:Click or tap here to enter text.

1. What steps have been followed to ensure the needs of the student are met in our school (with the outcome of each step)?
2. Additional strategies used:Please include in this box the names and contact details of any outside agencies previously and currently involved with this student, for example Social Worker; Children Adolescent Mental Health Services; Behaviour Support; Local Support Team or similar and the outcome of each strategy.
3. Are there any safeguarding issues of which the receiving school should be aware (provide details)?
4. Key Stage 4 only:Please provide details of all subjects that are currently being studied along with the relevant examination boards.
5. Has this student received additional support within school for either attendance or behavioural related issues? Details:
6. Has this student ever had exclusions, either fixed term or permanent? Details:

**Name of person completing form**:

**Date**: Click or tap to enter a date.