

**Notes of Guidance on completion of the in-year admission form for Small Heath Leadership Academy,
Birmingham**

Research has shown that children who change schools during their education do less well in examinations. Parents and carers should therefore seriously consider whether a transfer is the best option for their child's education (as opposed to just being more convenient). This is especially the case for children who have started their examination options. Parents should not be pressured to move because of disciplinary or attendance issues – and often transfers in these circumstances will not resolve the underlying issues.

It is extremely important that a child has continuity in their education. Changing schools during your child's secondary education can affect the GCSE options they can take and changing exam boards can affect their overall outcomes and can impact on travel arrangements. For this reason, we strongly discourage unnecessary transfers between schools. In the first instance, we recommend that you have a discussion with your child's current school to resolve any underlying issues.

If you would like to continue with your application:

1. Please note only those with parental responsibility can apply for a school place.
2. Please complete all questions in Part A of the application form. Failure to answer all questions and to provide supporting proof of address may delay the processing of your application and could result in the form being returned to you for completion. You will need to ask the Principal at your child's current / last school to complete Part B for this form.
3. The information we ask for on this form is important to help us quickly process your application and to help us decide whether your application is eligible for consideration under the Fair Access Protocol (please see Birmingham City Council's website for further information).
4. Following the return of the completed application form, we aim to advise you in writing with the outcome within 10 school days, but no later than 15 school days. This will include a decision where the application is referred to Birmingham City Council for consideration under the Fair Access Protocol.
5. Where a place is offered, and the place is accepted, we shall make arrangements for your child to start school as soon as possible.
6. We reserve the right to withdraw the offer of a school place, if it was offered in error, or you fail to contact the school within 7 days of receiving the written notification of an offer of a place, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.
7. We will advise you of your right of appeal to an independent appeal panel if a place cannot be offered to your child. We will share this information with Birmingham City Council.
8. Details of children refused admission will be included on the school's waiting list. The school maintains the waiting list, in accordance with the school's oversubscription criteria. Information about the application process and waiting list for future years, please visit the website <https://www.smallheathleadershipacademy.com/information/admission-to-academy/>



Small Heath
Leadership Academy

In-year admission to Small Heath Leadership Academy, Birmingham

If your child has an education, health and care plan, please do not complete this form as the in - year admission process will not apply. Please contact your home Council's Special Educational Needs Team who will deal with the admission request.

For further information about in-year admissions & a copy of the school's admission policy, please visit www.smallheathleadershipacademy.com/

Section A – Application details to be completed by you		
Child's First Name	Child's Surname	Date of Birth
Home Address:		
Postcode		Telephone Number
Email		
Current or Last School		Date last attended
Parent / Carer details		
Is your address the same as your child's address?		Yes / No * *if no, please attach a letter explaining why
Is your child looked after, or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see notes in the school's policy)		Yes / No * (*delete as appropriate)
Are you applying under the siblings category? (see notes in the school's policy) If Yes, please provide name, date of birth and the start date		Yes / No * (*delete as appropriate)
Are you applying under the children of staff category? (see notes in the school's policy).		Yes / No* (*delete as appropriate)

Are you applying under the proven, exceptionally strong special, medical or social circumstances? <i>(see notes in the school's policy).</i> If Yes , you MUST attach the relevant professional supporting evidence with this application.		Yes / No* (*delete as appropriate)	
Please use this space to give any additional information to support your application <i>(continue on a separate piece of paper, if required)</i>			
Has your child been previously permanently excluded? Yes / No (Please delete as appropriate) If yes, please provide details of school(s), date(s)			
Fair Access Protocol For children that are unplaced and vulnerable, and those who are having difficulty in securing a place, are allocated a place under Birmingham City Council's Fair Access Protocol. The Department for Education requires that the children listed below who have difficulty in securing a school place, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures, are included in the Fair Access Protocol. If your child falls into any of the categories listed below, please place a tick in the relevant box:			
Children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the Protocol		Children living in a refuge or in other Relevant Accommodation at the point of being referred to the Protocol	
Children from the criminal justice system		Children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education	
Children with special educational needs (but without an education, health and care plan), disabilities or medical conditions		Children of, or who are Gypsies, Roma, Travellers, refugees, and asylum seekers	
Children who have been out of education for four or more weeks where it can be demonstrated where there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted		Children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol	
Children who are homeless		Children for whom a place has not been sought due to exceptional circumstances	
Children in formal kinship care arrangements		Children who are carers	
Previously looked after children where the local authority has been unable to promptly secure a school place			

Parent / Carer Signature

- I have read and understood the admission criteria and want to apply for a place at Small Heath.
- I have attached supporting documents I would like to be considered.
- I confirm that I am the person with parental responsibility for the child named and that the information I have given is correct. I understand that applications are only accepted from a person who is legally responsible for the child and that if the child lives with relatives and not their parents, documents providing legal guardianship must be submitted.
- I understand that school takes any attempt to gain an advantage in the admissions process by giving false information very seriously and that the school, in partnership with the Local Authority, will investigate all instances where a parent is thought to have provided false or misleading information in order to gain admission to a school.
- I understand checks may be carried out to verify any information provided on this application form and that if I give any false or misleading information or supporting documentation, this application will no longer be valid and the school may withdraw the application and/or the offer of a school place, even if the child has already started school. I understand my address may be checked by reference to various records and, if necessary, by an officer visiting the application address.

Signed _____

Name (please print) _____ Date _____

Section B - To be completed by the Headteacher / Principal of your child's current or most recent school**Checklist for school**

Before returning this section to the parent, please make sure you have done the following:

- Discussed with the family the reason(s) for transfer
- Filled out all relevant sections of this form and advised of all relevant medical or social issues relating to the child or additional support the child has been receiving in school
- Agree that if the information provided is not sufficient, the school can contact you for further clarity

School Name**Dates of attendance at this school****From****To****Attendance Information**

Please attach Attendance Registration Report for the last academic year

<u>School Support</u>				
SEND Support Plan		Yes / No (Please delete as appropriate)		
EHC Plan		Yes / No (Please delete as appropriate)		
<u>Early Help</u>				
Has an early help referral been made? Yes / No (Please delete as appropriate) If yes, please provide details				
<u>Attainment</u>				
Attainment for National Curriculum levels (KS3) and exam board and predicted grades where appropriate				
	<u>KS3</u>			
Above expected standard				
Expected Standard				
Below expected standard				
Attainment for KS4				
Subject	Examination board	Current grade	Predicted grade	Date course began

Any additional support provided by the school				
For example, PSP, Learning Support, Mentor				
Number of days absent due to fixed term exclusion in the current and previous academic year				
Days		Occasions		
Number of days placed in internal exclusion/isolations				
Days		Occasions		
Has this child been permanently excluded? If yes, please provide details				
Other agencies involved Please attach reports or provide details on an extra sheet for every box you tick				
Education Psychologist service	Yes/No	Early Help	Yes/No	
PRU – state referral dates	Yes/No	Social Care	Yes/No	
Looked After Team	Yes/No	CAMHS	Yes/No	
Youth Offending Service	Yes/No	Education other than provided at school	Yes/No	
Social worker's name				
Phone number of local authority				
Please add any other comments or information you think we may find helpful				

To be completed by the Headteacher / Principal of your child's current or most recent school

I can confirm that the information provided on this form is correct.

Yes / No (Please delete as appropriate).

Signed _____ Designation _____

Name (please print) _____ Date _____

Please return completed form with any supporting documents to: info@smallheath.staracademies.org
The Principal, Small Heath Leadership Academy, Muntz Street, Small Heath, Birmingham B10 9RX