

School application for children in reception to year 11 at schools and academies maintained by Manchester City Council



Directorate for Children & Education

If you have any questions regarding this form please read the attached guidance notes. If you still have questions you can contact the School Admissions Team by:

Phone: 0161 245 7166 **Email:** school.admissions@manchester.gov.uk **Web:** www.manchester.gov.uk/admissions

Please note

- Sections A, B and C **MUST** be completed.
- If you are new to the UK, you will need to provide a form of identification to clarify your child's date of birth, for example a photocopy of a birth certificate/home office ID card.
- Section D. Completion of this part is optional and may assist to identify any support required in education.
- The information provided on this application form will be used to ensure that the council's records are correct. It may also be shared with other agencies and service providers to ensure that your child receives an appropriate service. For further information, please see the council's privacy notice at www.manchester.gov.uk/privacy.
- Please complete this form using BLOCK CAPITALS.
- Any incomplete forms will be returned to the parent/carer.

Section A. Child details

Child's surname	Child's forename	Date of birth (DD-MM-YYYY)

Circle as appropriate

Gender	Male	Female	Is the child new to the UK?	Yes	No	Baptised Catholic	Yes	No
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Is the child currently or previously a looked after child?*	Yes	No
Is the child subject to a private fostering arrangement?*	Yes	No
*Please see the guidance notes for further information on these questions.		

Home address (this must be the child's normal place of residence):
Postcode:

Section B. School/academy details

Name of requested school/academy <i>We would advise you name at least 3 schools/academies. You can name more if you wish.</i>	1. 2. 3.		
Reason for requesting a new school/academy (continue on a separate sheet if necessary)			
Do you have another child already attending the preferred school/academy? If yes, please enter their details below.			
Surname	Forename	Date of birth	Relationship to applicant

Section C. Parent/Carer details

Parent/carers surname	Parent/carers forename	Relationship to child
Email address	Home telephone number	Mobile telephone number

Please inform us if any other agencies are involved with the child, for example Social services, educational psychologists, youth offending team, etc. Continue on a separate sheet if necessary.

Agency	Named contact	Contact telephone number

I declare that all the information I have provided is true. I understand that any school place offered on the basis of fraudulent or intentionally misleading information will be withdrawn. I consent to the information given on this form being shared with appropriate agencies.

Signed		Date	
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Section D. Current/Previous school/academy information

Completion of this part is optional and may assist to identify any support required in education.

If you choose to complete this section, the previous school are required to sign to confirm the detail provided is accurate. Therefore, you should complete this with the headteacher/principal of the current school/academy.

(Leave this section blank if the child is new to the UK)

1. Name of current/previous School/Academy			
2. How long has the pupil attended your school/academy?			
3. Is the pupil still attending?	Yes	No –Date Last Attended:	
4. Does the pupil have an Education Health and Care Plan (EHCP)?	Yes	No	
5. Does the pupil have a current pastoral support plan in place, parenting contract or order for behaviour or attendance?	Yes	No	
6. Is the pupil subject to a child protection plan?	Yes	No	
7. Does the pupil have an Early Help Assessment (EHA) in place?	Yes	No	
8. Has the pupil been permanently excluded from two or more schools?	Yes	No	
9. Has the pupil attended a Pupil Referral Unit (PRU) during the last 12 months?	Yes	No	
10. Has the pupil resided within a local authority secure children's unit within the last 6 months?	Yes	No	
11. Has the pupil received any fixed term exclusions in the past 12 months? If yes please give details	Yes	No	

Headteacher/nominated representative signature	Position	School/Academy stamp
Print name	Date	
Contact number	Additional information attached?	
	Yes – Pages: No	

Please return this form by post:

School Admissions
Manchester City Council
PO Box 532
Town Hall Extension
Manchester M60 2LA

Or email to:

School.admissions@manchester.gov.uk