



Olive School

## **Notes of Guidance on completion of the in-year admission form for The Olive School, Hackney**

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). 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 education 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.
3. You will need to ask the Principal at your child's current / last school to complete Part B for this form. The information we ask for is important as it could help us decide whether your application is eligible for consideration under the Fair Access Protocol (please see Hackney Education's website for further information)
4. Following 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 Hackney Education 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. 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.olivehackney.com/how-to-apply/admission-policy-and-arrangements>



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## In-year admission to The Olive School, Hackney

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 admission & a copy of the school's admission policy, please visit [www.olivehackney.com](http://www.olivehackney.com)

<b>Section A – Application details to be completed by you</b>		
<b>Child's First Name</b>	<b>Child's Surname</b>	<b>Date of Birth</b>
<b>Home Address:</b>		
<b>Postcode</b>		<b>Telephone Number</b>
<b>Email</b>		
<b>Current or Last School</b>		<b>Date last attended</b>
<b>Parent / Carer details</b>		
<b>Is your address the same as your child's address?</b>		<b>Yes / No *</b> *if no, please attach a letter explaining why
<b>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)</b>		<b>Yes / No *</b>  (*delete as appropriate)
<b>Are you applying under the siblings category? (see notes in the school's policy)</b> If Yes, please provide name, date of birth and the start date		<b>Yes / No *</b>  (*delete as appropriate)
<b>Are you applying under the children of staff category? (see notes in the school's policy).</b>		<b>Yes / No*</b>  (*delete as appropriate)

<p><b>Are you applying under the proven, exceptionally strong special, medical or social circumstances?</b> <i>(see notes in the school's policy).</i></p> <p>If <b>Yes</b>, you <b>MUST</b> attach the relevant professional supporting evidence with this application.</p>	<p><b>Yes / No*</b></p> <p>(*delete as appropriate)</p>
<p><b>Please use this space to give any additional information to support your application</b> <i>(continue on a separate piece of paper, if required)</i></p>	
<p><b>Has your child been previously permanently excluded?</b> <b>Yes / No (Please delete as appropriate)</b></p> <p>If yes, please provide details of school(s), date(s)</p>	
<p><b>Fair Access Protocol</b></p> <p>For children that are unplaced and vulnerable, and those who are having difficulty in securing a place, are allocated a place under Hackney Education'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.</p> <p>If your child falls into any of the categories listed below, please place a tick in the relevant box:</p>	
<p>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</p>	<p>Children living in a refuge or in other Relevant Accommodation at the point of being referred to the Protocol</p>
<p>Children from the criminal justice system</p>	<p>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</p>
<p>Children with special educational needs (but without an education, health and care plan), disabilities or medical conditions</p>	<p>Children of, or who are Gypsies, Roma, Travellers, refugees, and asylum seekers</p>
<p>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</p>	<p>Children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol</p>
<p>Children who are homeless</p>	<p>Children for whom a place has not been sought due to exceptional circumstances</p>
<p>Children in formal kinship care arrangements</p>	<p>Children who are carers</p>
<p>Previously looked after children where the local authority has been unable to promptly secure a school place</p>	

**Parent / Carer Signature**

- I have read and understood the admission criteria and want to apply for a place at The Olive.
- 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

<b><u>School Support</u></b>	
SEND Support Plan	Yes / No (Please delete as appropriate)
EHC Plan	Yes / No (Please delete as appropriate)
<b><u>Early Help</u></b>	
Has an early help referral been made? Yes / No (Please delete as appropriate) If yes, please provide details	
<b><u>Attainment</u></b>	
Above expected standard	
Expected Standard	
Below expected standard	
<b>Any additional support provided by the school</b>	
For example, IEP, Learning Support, Mentor	
<b>Number of days absent due to fixed term exclusion in the current and previous academic year</b>	
Days	Occasions

<b>Number of days placed in internal exclusion/isolations</b>			
<b>Days</b>		<b>Occasions</b>	
<b>Has this child been permanently excluded? If yes, please provide details</b>			
<b>Other agencies involved</b> 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			
<b>Please add any other comments or information you think we may find helpful</b>			
<b><u>To be completed by the Headteacher / Principal of your child's current or most recent school</u></b>  I can confirm that the information provided on this form is correct.  <b>Yes / No (Please delete as appropriate).</b>  Signed _____ Designation _____  Name (please print) _____ Date _____			

Please return completed form with any supporting documents to:  
[admissions@olivehackney.staracademies.org](mailto:admissions@olivehackney.staracademies.org)  
**The Principal, The Olive School, Hackney, 32 St John's Church Road, Hackney, London, E9 6EJ**