

PRIMARY/SECONDARY IN YEAR APPLICATION FOR A SCHOOL PLACE

Child's Name:	Child's DoB:	Reasoning for Moving School:
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SCHOOL INFORMATION FORM

(To be completed by Headteacher/Principal of current school)

The Headteacher/Principal of the child's current school must complete this section before the application can be processed. This form needs to be stamped with the school stamp.

Has the parent discussed the transfer request with you and are there any reasons why you feel the change of school would be detrimental to the child in any way?

The following questions are strictly for Fair Access Protocol purposes

Does the child have any special needs?

School Support	Yes ☐ No ☐ Details
Under Assessment	Yes ☐ No ☐ Details
Education Health Care Plan	Yes ☐ No ☐ Details
Does the child have any exclusions?	Yes ☐ No ☐ Details

Are there any attendance related issues?

Please give % attendance and unauthorised absences during the last 4 consecutive **complete half term periods**

1 st Half -Term% = Date ___/___/___ to ___/___/___	2 st Half -Term% = Date ___/___/___ to ___/___/___	3 rd Half -Term% = Date ___/___/___ to ___/___/___	4 th Half -Term% = Date ___/___/___ to ___/___/___
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Other information which may be relevant to the application

(Behavioural issues, if applicable, previous schools attended in the last two years, if known)

Further files to follow?	Yes ☐ No ☐ Details
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Name _____
Position _____
Signed _____
Date _____

School Stamp

Detailed information on schools in Milton Keynes can be found at www.milton-keynes.gov.uk/schooladmissions

The information requested on this form is required under the Education (Pupil Registration) (England) (Amendment) Regulations 2016 and will be managed and processed in accordance with Data Protection legislation. For more information on how we use your personal data, please see our [Education, sufficiency, and access privacy notice | Milton Keynes City Council \(milton-keynes.gov.uk\)](#).

Once completed you should upload this with your online application or sent to:

Education Access Team, Milton Keynes Council, Civic Offices, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ

Tel: (01908) 253338 or Email: primaryadmissions@milton-keynes.gov.uk or secondaryadmissions@milton-keynes.gov.uk