Furze Platt Road, Maidenhead, Berkshire SL6 7NQ
Tel: 01628 625308
Email: office@furzeplatt.com
Website: www.furzeplatt.com

Office Use only: Admission Criteria:

Office Use only: Distance (miles):

In-Year Transfer Application / Expression of Interest Form

Please ensure you read the 'Guide to In-Year Admissions' before completing this application form. This guide is published online at: www.rbwm.gov.uk

Where you wish to consider moving your child from their current secondary school placement or have moved from overseas, our In-Year Transfer Application process must be followed. If your child has an Education Healthcare Plan (EHCP) all enquiries must go via The Children and Young People Disability Service. They can be contacted via cypds@achievingforchildren.org.uk.

We are an oversubscribed secondary school so please do contact our Admissions department on 01628 625308 extension 131, term time only, to find out our latest availability.

Our students study a three-year Key Stage 3 programme and a two-year Key Stage 4 (GCSE) programme. In the January term of Year 9 our students choose their GCSE options in readiness for Year 10. The subjects that we offer can be found on our website under 'Curriculum'.

The earliest an application will be accepted is one term prior to the hopeful entry, based on a six-term school year. All correspondence/supporting evidence relating to your application must be sent to admissions@furzeplatt.net within two school days of submitting this form.

On receipt of the completed application form, your interest will be passed to the Senior Leadership Team who have ten school days to return an outcome. If we can pursue your child's application, you will be contacted by email to arrange a meeting with our Senior Leadership Team where you can discuss your child's application in further detail and ask any questions you may have. At this point you will be provided with a formal enrolment form and agree a suitable start date.

If your child's application is declined you will receive a letter confirming this, along with the reason, and the options available to you. If your child is not offered a place in this academic year, you will need to complete a new form for the following academic year at the start of September.

Any applications received during the school holiday periods will be processed on the first working day of the new term. If you have any queries, please either email admissions@furzeplatt.net or call the admissions team on 01628 625308 extension 131, term time only.

Furze Platt Senior School: a company limited by guarantee. Registered Office: Furze Platt Road, Maidenhead, Berkshire SL6 7NQ
Registered in England: Company Number 7834715

Your child's details (please fill in this form using black or blue ink and CAPITAL LETTERS)

Most recent school *(name and town)*					
Current school year group *(please circle)*	7	8	9	10	11
Year group applying for *(if different – see below)*	7	8	9	10	11

Where you are applying for a year group outside of their normal age group, each request will be carefully considered, and a decision will be made on the individual merits of each case. If your request for entry outside of their normal age group is refused there is no statutory right to appeal this decision and no offer of being added to our waiting list will be provided. Please refer to our Admissions Policy for more information.

Legal surname:	
Legal first Name: *If your child has been known by another name please let us know here as well.*	
Date of birth (dd/mm/yy):	
Gender:	
Current permanent address (inc postcode): ***This must be your child's current permanent address. Any place gained by using a fraudulent address will be withdrawn.***	

Parent / Carer details

Title and Name	
Home telephone number	
Mobile telephone number	
Email address	
Relationship to the child	
Parent /Carer address if different to above.	

Additional details (please tick the appropriate box below for each question)

Additional details	Yes	No
Does your child have an Education, Health and Care Plan (EHCP) or pending the outcome of an EHCP? **If yes, please contact The Children and Young People Disability Service on cypds@achievingforchildren.org.uk to further your enquiry.**		
Is your child in the care of the Local Authority? *If yes, please provide details of the local authority and dates.*		
Is your child privately fostered i.e. cared for by someone other than the parent without the involvement of the State? *If yes, please provide further details below.*		
Are you applying for a school place under Social and Medical grounds? Please refer to our Admissions Policy which can be found on our website. *If yes, please provide further details below.*		
Has your child been absent for a total of more than 4 weeks in the last calendar year? *If yes, please provide their attendance percentage for this academic year and the previous below.*		
Has your child ever been given a fixed term suspension from a school? *If yes, please provide further details below.*		
Has your child ever been permanently suspended from a school? *If yes, please provide further details below.*		
Have you had contact with an Education Welfare Officer (EWO) or Social Services? *If yes, please provide further details below.*		

If you have ticked 'Yes' for any of the above, please provide details *(i.e. dates and reasons for suspensions/absences and contact details of EWOs/social workers)* here:

Transfer details

When are you looking to transfer your child? (asap or a date)	
Are you transferring schools due to a change of address? *If yes, please provide details of your new address and your approximate move-in date.*	
Are you requesting to transfer schools but not moving address? *If yes, please state your reasons below.*	
Are you a Service/Crown Servant family due to move into the area? *If yes, please provide evidence of posting.*	
Does your child have a sibling (brother or sister – this includes half, adopted and foster sibling) currently attending our school? *If yes, please provide details.*	

If you have answered 'Yes' for any of the above, please provide further details here:

Please use the box below to note down any other reasons for requesting this In-Year Transfer

Declaration

- I confirm that I have read the information in the 'Guide to In-Year Admissions' available online at www.rbwm.gov.uk;
- I am the parent / carer of the named child;
- I have the agreement of all people with parental responsibility to make this application, or there is a court order allowing this application to be made;
- I declare that the information I have given on this form is correct and complete and understand that any school place offer obtained through fraudulent or intentionally misleading information may be withdrawn;
- Data Protection Act 2018 – the personal information collected on this form will only be used for the purpose of applying the relevant admissions policy. Furze Platt Senior School may also use this data in connection with the prevention or detection of other fraud or crime;
- Furze Platt Senior School is entitled to request further information to verify the details given on this form are correct.

Under the Data Protection Act 2018, we are required to gain your permission to keep personal details for you. We may share this information with government and local authority departments and other authorised organisations for administrative, statistical and research purposes. For further information please visit

https://www.furzeplatt.com/_site/data/files/documents/policies/Student%20Privacy%20Notice%20April%202019%20v1.pdf?pid=2

Completing this form and signing it gives us your informed consent. If you are unable to access the provided links or wish to submit a query in relation to fair processing, please contact the Data Protection Officer as detailed in the above link.

Your signature	
Print Name	
Date	

Please ensure that you have enclosed/attached the following information:

1. Evidence if applying for a looked after/privately fostered child.
2. Evidence if applying under the Social and Medical category (please refer to our Admissions Policy)
3. Proof of your address i.e. recent utility bill, council tax statement, signed tenancy agreement etc (evidence must not be more than 3 months old and we cannot accept a bank statement). *If we do not receive the evidence required to verify your permanent residential address within ten school days of making this application, your child will be considered under the lowest criterion on the oversubscription categories, with no distance applied*; or
4. Evidence that you have completed the sale, or ceased rental, of your previous property (if you have moved address and your previous address was within commutable distance of our school).

If we can progress your application the following documents will be required for record keeping purposes and will need to be brought along to the meeting with our Senior Leadership Team. *A child's immigration status cannot be used to prevent admission, as this would be in breach of the law***.**

1. A copy of your child's most recent academic report.
2. A copy of your child's birth certificate.
3. If your child is not a British citizen or EEA national, a copy of their passport, VISA and any relevant Home Office documentation will be required. **Places cannot be offered until the child is a resident in the UK.**