Application Form 2024/25

Date Received	
Proof of address	
ID copy	
School report	

YOU MUST COMPLETE ALL SECTIONS OF THIS FORM

You may find the guidance notes in the Nottingham City Council booklet 'Admission Arrangements and Policies' useful when completing this form. This can be found at: http://www.mynottingham.gov.uk/education-and-schools/school-admissions/

Once you have completed the application please send it to **DCA Admissions, Djanogly City Academy, Gregory Boulevard, Nottingham, NG7 6ND**.

Alternatively, please contact the Academy to arrange a meeting where someone will be able to guide you with completing the form.

Section 1 PUPIL DETAILS

PUPIL SURNAME: FORENAME(S):

PREFERRED NAME(S): GENDER: MALE ☐ FEMALE ☐

DATE OF BIRTH: _____/_____/_____ FIRST LANGUAGE:

YEAR GROUP: NATIONALITY: COUNTRY OF BIRTH:

HOME LANGUAGE:

ENGLISH ☐ POLISH ☐ ROMANIAN ☐ URDU ☐ PANJABI ☐ OTHER

LEGAL STATUS:

ASYLUM SEEKER ☐ REFUGEE ☐ EEC ECONOMIC MIGRANT ☐ NON EEC ECONOMIC MIGRANT ☐

PREFER NOT TO SAY ☐ OTHER

Section 2 HOME ADDRESS

HOUSE NUMBER: HOUSE NAME:

STREET NAME: TOWN:

CITY: POSTCODE:

IS YOUR CHILD LIVING IN THE UK: YES: ☐ NO: ☐

IF NO, PLEASE PROVIDE THE DATE THEY WILL BE MOVING TO THE U.K.: _____/_____/_____

CHILD'S CURRENT ADDRESS:

POSTCODE:

DATE YOUR CHILD MOVED TO THIS ADDRESS: _____/_____/_____

IF YOU HAVE MOVED HOUSE WITHIN THE LAST 2 MONTHS PLEASE GIVE PREVIOUS ADDRESS(ES):

POSTCODE:

Section 3 PARENT/CARER CONTACT DETAILS

CONFIRM THAT THE ADULT ACCOMPANYING CHILD IS PARENT OR LEGAL GUARDIAN WITH SOLE/SHARED CARE: ☐

LEGAL STATUS IF ADULT IS NOT DIRECT PARENT:

ANY OTHER ACCESS ARRANGEMENTS:

IS THE CHILD IN CARE? : YES ☐ NO ☐

IF YES PLEASE NAME CARE AUTHORITY:

PLEASE TICK IF THE CHILD HAS STATUS AS ANY OF THE FOLLOWING:

ASYLUM SEEKER ☐ REFUGEE ☐ VISA ☐ EXP. DATE: / /

PARENT/CARER CONTACT DETAILS

RELATIONSHIP TO CHILD: TITLE: MR/MRS/MISS/MS

SURNAME: FORENAME:

HOME ADDRESS:

POSTCODE:

HOME TELEPHONE: MOBILE:

EMAIL ADDRESS:

RELATIONSHIP TO CHILD: TITLE: MR/MRS/MISS/MS

SURNAME: FORENAME:

HOME ADDRESS:

POSTCODE:

HOME TELEPHONE: MOBILE:

EMAIL ADDRESS:

Section 4 CURRENT/PREVIOUS SCHOOLS

	YES	NO

1. Is your child currently attending school?
   If yes, please provide the name and address of the school and then continue to **question 6**:

   POSTCODE:

   If no, please provide the reasons why they are not attending school and the date they last attended:

   Date: / /

   POSTCODE:

	YES	NO
2. Is your child currently attending a Learning Centre/Pupil Referral unit?		
3. Is your child currently home educated?		
4. Is your child at risk of being permanently excluded from school?		
5. Have you withdrawn your child from school because of exclusion/possible risk of exclusion?		

   If no, please provide details:

6. Has your child been attending normal school lessons in the last month? ☐ ☐

If no, please provide details:

	YES	NO
7. Has your child attended any schools other than the one presently added?	☐	☐

If yes, please provide details:

Name and address of school	Date of leaving	Reason for leaving

Section 5 ADDITIONAL INFORMATION AND SUPPORT

In order to process your application quickly and arrange the right support for your child, please answer **ALL** of the following questions, as this may give your child higher priority in relation to the Academy's admission arrangements.

	YES	NO
1. Is your child a UK citizen?	☐	☐

If no, please provide details of their date of entry to the UK? / /

PLEASE NOTE:
- *If your child is not a UK citizen please provide their passport or suitable government issued ID.*
- *If your child is a non-EU citizen, documentary proof of residency status will also be required*
- *This can be brought into the school for us to take a copy*.

2. Is your child a 'Looked After' or 'previously looked after' child?	☐	☐

If yes, please state within which local authority:

PLEASE NOTE:

If your child was previously 'looked after' but is no longer looked after because they were adopted or became the subject to a residence order or special guardianship order, you must provide a copy of the adoption order*, residence order* or special guardianship order* with your application."

An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom your child is to live under Section 8 of your children Act 1989. Section 14A of your children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian(s).

	YES	NO
3. Does your child/family have a Social Worker or Family Support Worker?	☐	☐

If yes, please state the name and contact details of the Social Worker/Family Support Worker:

4. Is your child, or has your child ever been, the subject of a CAF?	☐	☐
5. Does your child have a statement of special educational needs?	☐	☐
6. Does your child require extra support for behaviour in school?	☐	☐

7. Does your child have any physical / mobility issues?

If yes, please provide details:

8. Does your child have a history of attendance difficulties?
9. Have you ever been prosecuted for your child's non-attendance or has your child ever been classified as a persistent absentee?
10. Is your child involved with the police or any other support agencies?

If yes, please provide details of the agencies:

	YES	NO
11. Is your child returning from the criminal justice system?		
12. Are your family refugees or asylum seekers?		
13. Do you consider yourself to be a traveller family?		
14. Is your child a carer?		
15. Is your application due to your family fleeing domestic violence?		
16. Are you employed as a Crown Servant or UK service personnel?		
17. Is your child designated as Gifted or Talented?		

If yes, please provide details:

18. Does your child have any medical conditions other than those already stated

If yes, please provide details:

19. Have any other issues been identified in the current/previous school?

If yes, please provide details:

20. Is your child eligible for free school meals?
21. Does your child have any siblings currently attending the Academy?

If yes, please provide details:

22. At what grades/levels is your child currently performing? ENGLISH MATHS SCIENCE

23. Please state which languages (if any) have been previously studied, and to which level?

Section 6 DECLARATION

I apply for admission for my child. I agree that the information on this application form is correct and that I am the legal guardian of this child.

I acknowledge receipt of the Academy's Privacy Notice explaining how the information I have provided will be used. I understand that my child's place may be withdrawn if it is proven to have been obtained on the basis of fraudulent or misleading information.

I undertake to inform the school promptly in writing of any changes to the above information.
To ensure your application is dealt with quickly, please can you include the following in your application:

- **Proof of address dated in the last 3 months or a tenancy agreement**
- **Photocopy of passport or birth certificate or ID card**
- **Previous school attendance report**

Signed …… Date ……