

IYCAF

PUPIL ID

Please fill in all the details and return this form directly to the school  
Please complete in **BLOCK CAPITALS** and tick the relevant boxes

## CHILD'S DETAILS

Forename  Surname Date of Birth  Male/Female Address  This address will be used on all future correspondence unless otherwise notified. Please use house numbers and names where applicable.Postcode Current School (If applicable)  LA  DFE  SCHOOL NAME  POSTCODE 

DOES YOUR CHILD HAVE A STATEMENT OF SPECIAL EDUCATIONAL NEEDS?

 YES NO

IS YOUR CHILD A LOOKED AFTER CHILD OR ADOPTED?

 YES NO

## PARENT/CARER DETAILS

Title  Forename  Surname Relationship to child  Email Address Phone numbers  1  2 Are you a Crown Servant?  YES  NO

If you are UK service personnel or other Crown Servants living abroad with your family please tick YES. You will need to provide an official MOD, FCO or GCHQ letter declaring your relocation date and confirming your relocation address to the school.

\*Please see back of application for declaration statement before signing

Signature  Date 

## SCHOOL USE ONLY

Date received  DD  MM  YEAR LA  DFE  SCHOOL NAME

Please complete all applicable boxes to inform the LA of the outcome of this application

## PLACE OFFERED

OFFERED DATE ACCEPTED DATE REFUSED DATE WITHDRAWN DATE 

## PLACE NOT OFFERED

WAS A PLACE AVAILABLE  YES/NOWAS THE CHILD ELIGIBLE  YES/NOHAVE THEY JOINED  YES/NOTHE WAITING LIST? 

**Please wait until full outcome of application is known before returning to the In Years Admissions Team.**

Admissions, Room 2.24, Sessions House, Maidstone Kent ME14 1XQ

Email: kentinyearadmissions@kent.gov.uk | Fax: 03003 336480

# IN YEAR CASUAL ADMISSION FORM (IYCAF)

## PLEASE READ THIS GUIDANCE CAREFULLY BEFORE COMPLETING YOUR IN YEAR CASUAL ADMISSIONS FORM (IYCAF)

If you live in Kent and wish to apply for a place at a Kent school in your child's current year group, you should complete this form and send it to the school(s) you are applying for. You should complete a separate form for each child and for each school you are applying for. Information about Kent schools that are near to you can be found at [kent.gov.uk/findschools](http://kent.gov.uk/findschools). You may be asked to complete a Supplementary Information Form (SIF) to provide the school with additional information so the school can rank your child according to its oversubscription criteria if more children apply than there are places available. If you are applying for a place at a Grammar School, the school will get in touch with you about any testing arrangements.

If you are applying for a place at a school outside Kent, or you live outside Kent and want a place at a Kent school, please contact the Admissions Team on the number below for advice.

If the school has a place your child is eligible for and no other child has a higher priority, the school must offer it to you (unless your child has been permanently excluded from more than 2 schools; please contact the Admissions Team if this applies to you).

If your child is turned down for a place at the school(s) you apply for, you have the legal right to appeal against the refusal of a place. Appeals should be made in writing to the school's admission authority. You can also request to join the school's waiting list if they have one. The school will let you know how to make an appeal or join the waiting list when they tell you the outcome of your application. You can find more information about appealing at [kent.gov.uk/schooladmissions](http://kent.gov.uk/schooladmissions).

The school must provide you with a formal offer or refusal letter. You may wish to keep notes of dates and times of conversations as well as names of contacts at the school. Under normal circumstances, a school should inform you of the outcome of your application within 5 school days.

If you have approached schools and are having trouble finding a place you can contact the Admissions Team on the number below, and we will let you know where there are currently places available.

## DECLARATION STATEMENT

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\*All information given in this application is, to the best of my knowledge, true and correct. I understand that if, at a later date, any of the information is found to be incorrect I may lose any place allocated to my child.

I give permission to the School to process all the information given in accordance with the Admissions Criteria and processes and to share this information with the Local Authority.

## FURTHER INFORMATION

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**Email** – [kentinyearadmissions@kent.gov.uk](mailto:kentinyearadmissions@kent.gov.uk)

**Phone** – 03000 41 21 21

**Web** – [kent.gov.uk/primaryadmissions](http://kent.gov.uk/primaryadmissions)