

# CAST School Application

Please complete a separate form for every student that requires a place.

**Part 1 to be completed by applicant.**

**Part 2 to be completed by student's current school if the school is in the UK** (the whole application must be kept together when passed on to the school).

Please note: Year 11's applying for a sixth form place before 31st January should apply online via [UCASprogress.com](http://UCASprogress.com)

**PART 1**      **Date you would like the school place from:**

## Section 1 – Student details

Family Name:			
Student's First Name(s):			
Middle Name(s):			
Date of Birth: DD/MM/YYYY	Current Year Group:	Male	Female
Address where student usually lives:			
Postcode			
If the student lives part time at another address, please provide details here:			
Postcode			
How is the student's time divided between the two addresses?			

**Please note** you **must** provide evidence of the address your child will be attending school from, by way of a copy of a signed tenancy agreement, a copy of exchange of contact with completion date or a copy of utility bill. Your application **cannot** be processed without this. You do not need to submit proof of address if your child attends a mainstream Cambridgeshire school and you are not moving.

**PLEASE DO NOT SEND ORIGINALS.**

## Details of the student's current school

Name of school	
Address	
Head Teacher	Form Teacher
Year Group	Telephone Number

Is the student currently attending this school? If <b>NO</b> – what was the last date your child attended this school? Please explain how the student is currently being educated:	Yes	No
Has the student been the subject of a permanent exclusion	Yes	No
Does the student have any of the following:	Yes	No
• A Statement of Special Education Needs	Yes	No
• Support in school as part of any Individual Education Plan (IEP) or pastoral Support Programme (PSP)	Yes	No
• A particular medical requirement which results in the need for specialist facilities or support	Yes	No
Do you receive support from the Parent Partnership Service?	Yes	No
Has the student previously attended a Special School?	Yes	No
Is this student <b>Looked After</b> i.e. in public care / fostered by you, <b>Previously Looked After</b> , now adopted, subject to a Residence order or Special Guardianship Order? No If Yes, this application should either be completed by the student's Social Worker or you must provide relevant documentation evidencing this.		Yes
<p><b>Are you privately fostering this student?</b></p> <p>Private fostering is when a child under the age of 16 (or 18 if the child has a disability) lives with someone who is not a close relative (i.e. not their grandparents, aunt, uncle, brother, sister, cousin or step-parents) for 28 days or more unless that person has parental responsibility for them or is a local authority or agency foster care. A private fostering arrangement, whether it is already in place or will be in the future, must by law be reported to the County Council. To notify the County Council of a private fostering arrangement please call 01223 518730.</p>		

<b>Section 2 – Parent / Carer details</b>		
Title: Mr / Mrs/ Miss / Ms / Dr	Initials:	Surname:
Relationship to student:		
Address (if different from student's address in Section 1):		
Contact Tel. No:	Mobile No:	
<b>If you wish to receive your school offer by email please provide your address below</b>		
Email address:		
<b>Other adults with Parental Responsibility for the student</b>		
Title: Mr / Mrs / Miss / Ms / Dr	Initials:	Surname:
Relationship to student:		
Address (if different from student's address in Section 1):		
Contact Tel. No:	Mobile No:	

**Section 3 – Brothers and sisters**

If you have any other children living at the same address as the applicant in Section 1, please complete this section.

Name	Date of Birth	School

**Section 4 – House moves**

If you are moving into or within Cambridgeshire, please state the address to which you will be moving to and the anticipated moving date.

Anticipated moving date:

**Please note:** We cannot allocate a school place based on a new address until contracts have been exchanged and a completion date is known or a lease agreement has been signed on a rented property. Evidence of this must be provided when you submit this form. Your application will not be processed without this.

**Section 5 – Applications from outside the UK / or for students who are accessing education in the UK for the first time**

Nationality

Reason for being in the UK

Date of arrival in the UK

Length of stay in the UK

**Please note:** Proof of the date of birth is required to determine the correct year group for the child to be placed in. This can be in the form of a photocopy of the child's passport or birth certificate. Your application will not be processed without this. We recommend you visit the following websites to confirm you are aware of the Home Office regulations and laws on state education. <https://www.gov.uk/study-visit-visa> and <https://www.gov.uk/standard-visitor-visa>

**Section 6 - This is for applicants into Year 9, 10 and 11.**

**Sixth form applicants may use this for their personal statement and predicted A-LEVEL**

**grades** - Applicants who have not recently completed full-time education in school or college please include education / training details in this personal statement.

**This section should be filled in by the student named in Section 1**

Please tell us why you are considering learning at our college and additional information about yourself, e.g. work experience, interests, skills and other achievements.

**Have you discussed the reasons for wanting to move the student to a different school with their current school?**

**Yes**

**No**

**SIXTH form applicants:**

**Please provide contact details for a reference from your current school - we cannot process late applications without this information.**

**PART 2** This section should be completed by the Headteacher of the applicant's current school.

PLEASE NOTE - THIS SECTION DOES **NOT** NEED TO BE COMPLETED IF YOU ARE USING THIS FORM FOR A LATE SIXTH FORM APPLICATION.

<b>Pupil Name</b>	<b>Date of Birth</b>
<b>School</b>	
<b>Does this student have an EHA?</b>	<b>Yes / No</b>

<b>Attendance</b>			
Attendance (%)		Period Covered	
Punctuality	Good / Average / Poor	EWO Involvement	Yes No

<b>Special Needs</b>				
SEN Support	Yes	No	IEP	Yes No
If yes, give details			EHCP	Yes No

<b>Other Agencies involved (please tick)</b>			
Educational Psychologist		Social Worker	
In School support / specialist Teacher		ESLAC	
Education other than at school		Locality Team	
Parent Partnership Service		Other (please specify)	

<b>Other Strategies</b>	
PSP	
Fixed term exclusions	
Other	

<b>Discussion with the School</b>	<b>Please specify</b>
Has the transfer requested been discussed with the school?	Yes No
Does the school support the parent's request for transfer?	Yes No
Would a transfer be detrimental to the child in any way?	Yes No

To help this student's future school easily discuss the above with you please give below your full contact details. Thank you for your help in completing this form.

Name:	Position held:
Email:	Tel. No. (including extension):
Headteacher's signature:	Date:

SCHOOL STAMP:

Please add any other comments you think we may find helpful:

<b>Section 7 – Declaration</b>
I understand that:
<ul style="list-style-type: none"> <li>Should the applicant be allocated a place at the Academy, I will be responsible for transport to and from the school.</li> </ul>
<ul style="list-style-type: none"> <li>I declare that the information contained in this form is both accurate and up-to-date.</li> </ul>
<ul style="list-style-type: none"> <li>The information on this form will be held and used by Parkside Federation Academies Admissions in accordance with the Data Protection Regulations for the purposes of administration of school admissions. We collect your details to process your application for school admissions and may contact you about related school admission and transport issues.</li> </ul> <p><i>Further information about how we collect and use data and your rights around this, can be found on our Privacy page on our website: <a href="http://www.parksidefederation.org.uk/statutory/privacy-notice/">http://www.parksidefederation.org.uk/statutory/privacy-notice/</a>.</i></p>
<ul style="list-style-type: none"> <li>If I am applying for a school in another Local Authority Area this form will be sent to that Local Authority Admission Team for processing.</li> </ul>
<ul style="list-style-type: none"> <li>I can confirm I have provided my current school with a copy of this application to enable them to complete and return <b>Part 2</b> (this is not required if you are moving into Cambridgeshire from overseas or in the case of sixth form applicants).</li> </ul>
<ul style="list-style-type: none"> <li>All adults with parental responsibility for the student are in agreement with this application, and understand if a dispute is later raised, this application may be cancelled.</li> </ul>
<ul style="list-style-type: none"> <li>I hereby give permission for the information on this form to be shared with the Parent Partnership Service, and other relevant officers, where appropriate.</li> </ul>

Signed Student:	Dated:
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Signed Parent / Guardian:	Dated:
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**I confirm that I have:**

Signed the form	
Enclosed copy of proof of address	
Enclosed a copy of passport or birth certificate if required	
Named the student's current school and Part 2 is completed by the current school	

Cambridge Academy for Science and Technology is fully committed to equalising opportunities and welcomes enrolments from everyone, irrespective of background, gender, disability or support needs. We are committed to safeguarding our students, staff and visitors by providing a safe environment and safe working practices. If you need any advice on which study option is best for you or if you need help with applying, please contact us on 01223 271569.

This form is for Year 9,10 entry and for **late** Year 12 applications (i.e after closing date for applications via [www.ucasprogress.com](http://www.ucasprogress.com)).

## **Administration / Processing of Applications for Year 9,10 and 11 places**

We aim to operate a ten school day turnaround from the date your application is received.

### **Admission Team office hours**

Monday to Thursday	8am to 4.30pm
Friday	8am to 3.30pm

#### **Contact Details**

Admissions enquiries: Tel. 01223 271569

Email: [admissions@parksidefederation.org.uk](mailto:admissions@parksidefederation.org.uk)

Admissions Team  
Business Support Administration  
Parkside Federation Academies  
Coleridge Community College  
Radegund Road  
Cambridge  
CB1 3RJ

If you would like this information in Braille, large print or other languages, please contact 01223 271569 or [admissions@parksidefederation.org.uk](mailto:admissions@parksidefederation.org.uk)