

Stoke High School—Ormiston Academy

Application Form

Student Details

Legal Surname Known-as Surname

Legal Forename Known-as Forename

Middle Name

Date of Birth Gender ☐ Male ☐ Female

Home Address

.....

Parental Details - Parents/Carers with whom child resides at the above address

Parent/Carer 1

Forename & Surname of Parent Mr/Mrs/Miss/Ms

Telephone number: Mobile

Home Work

Email address

Do you have parental responsibility? ☐ Yes ☐ No Armed Forces ☐ Yes ☐ No

Relationship to student (Mother, Father, Step-parent, Guardian)

Has your child been adopted from public care? ☐ Yes ☐ No

(This information will be treated in the strictest confidence; it allows the Academy to access additional funding by reporting it on the Academy Census. It is not used for any other purpose and will not be communicated to members of staff)

Is your child a Young Carer? ☐ Yes ☐ No

Is your child registered with Suffolk Young Carers? ☐ Yes ☐ No

(This information allows the academy to access additional resources for your child through Suffolk Young Carers: if they are already registered it allows us to ensure support continues)

Parent/Carer 2

Forename & Surname of Parent Mr/Mrs/Miss/Ms

Telephone number: Mobile

Home Work

Email address

(we will send texts and emails via Parentmail™)

Do you have parental responsibility? ☐ Yes ☐ No Armed Forces Yes ☐ No ☐

Relationship to student (Mother, Father, Step-parent, Guardian)

Details of other people who have parental responsibility living at a different address

Parent/Carer

Name of Parent /Carer Mr/Mrs/Miss

Address

Telephone number Mobile Home Work

Relationship to student (mother, father, step-parent, guardian)

Email address

A second copy of standard information from the academy (reports etc) will not usually be sent unless specifically requested by ticking this box ☐

Other Emergency Contacts

Name Mr/Mrs/Miss Home number

Mobile Relationship to student

Name Mr/Mrs/Miss Home number

Mobile Relationship to student

Medical Notes

Name & Address of Medical Practice

..... Telephone number

Please indicate any details that may be relevant to the academy.

☐ Asthma ☐ Diabetes ☐ Eczema ☐ Epilepsy ☐ Migraine ☐ Allergies

☐ Other (please specify

Does your child need medication at the academy on a regular basis? Yes / No

If Yes, please give details

If your child has any long-standing (12 months or more) illnesses, health problems or disabilities, please tick this box ☐

Student's personal details

Present or most recent school (or Country if not in UK).....

Date of entry to the UK (if applicable)

If most recent school was not in UK has your child ever been educated in a UK School? Yes / No

If Yes—Name of school

Language spoken at home

Does your child speak any other languages? Yes / No

If Yes, please state which language(s)

(This information can assist us in supporting your child in gaining additional qualifications)

Is your child eligible for Free School Meals? Yes / No Do You have a current claim? Yes / No
(If you are joining Stoke High from out of the County, you will need to re-apply for Free School Meals)

If your child is an asylum seeker or refugee please tick this box ☐

Mode of Transportation

☐ Walk ☐ Car ☐ Bicycle ☐ Public Transport ☐ Other

Special Educational Needs

Does your child have any special need/learning difficulty? Yes / No

If Yes, please give details below

.....

Does your child have an EHCP? Yes / No

Please read the following information sections and sign as appropriate. If you have any doubts giving your permission please speak to a member of staff about your concerns.

Use of computer/mobile phones

The use of computers and related technology (including internet access) at the academy, along with the use of mobile phones, is subject to an 'Acceptable Use' policy. This policy seeks to ensure that this technology is used appropriately, safely, responsibly and legally. Students and parents are required to read and support this policy.

I agree to support the academy's 'Acceptable Use' policy regarding computer use.

Signed

Copyright

From time to time we may use work produced by students from this academy for display and publicity purposes, in publications or for competitions. Please give your permission for your child's work to be used in any of these ways.

I give permission for my child's work to be used as described above.

Signed

Local Visits

You will always be provided with full information about academy trips and visits. All trips and visits are planned and supervised in accordance with the academy's official procedures—following County guidelines which include a full risk assessment.

For each trip which requires transport or extends beyond normal academy hours we will always ask for written consent.

For local trips and visits which do not require transport and which take place within lesson time we would like your permission to be indicated on this form so that we do not have to ask repeatedly for your consent.

I give permission for my child to take part in local trips and visits as described above.

Signed

Ethnicity Data

We are required by the Department for Education to collect data on Ethnicity. Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential.

These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Authority and the Department for Education (DfE) to contribute to local and national statistics.

To complete the form

Please study the list below and tick **one box only** to indicate the ethnic background of the Student named below.

Student Name

Asian or Asian British

- ☐ Asian and any other ethnic group
- ☐ Bangladeshi
- ☐ Indian
- ☐ Other Asian
- ☐ Other Pakistani

Mixed/Dual background

- ☐ White and any other Asian background
- ☐ White and any other ethnic groups
- ☐ White and Black African
- ☐ White and Black Caribbean
- ☐ White and Chinese
- ☐ Other mixed background

Black or Black British

- ☐ Black Caribbean
- ☐ Black European
- ☐ Other Black African
- ☐ Other Black

White

- ☐ Gypsy or Traveller of Irish Heritage
- ☐ White Eastern European
- ☐ White European
- ☐ White Cornish
- ☐ White English
- ☐ White Irish
- ☐ White Scottish
- ☐ White Welsh
- ☐ White Other
- ☐ Other White British

Chinese

- ☐ Chinese and any other ethnic group
- ☐ Other Chinese

Other

- ☐ Roma

If your Ethnicity is not shown above, please state below:

- ☐ I do not wish any ethnic background to be recorded

Religion

- ☐ Christian
- ☐ Jewish
- ☐ No religion

- ☐ Buddhist
- ☐ Muslim
- ☐ Do not wish to disclose

- ☐ Hindu
- ☐ Sikh
- ☐ Other:

Guidance Notes for Mid – Year Application to Stoke High School **– Ormiston Academy**

Please use this form to apply for a school place when you wish your child to join Stoke High School. This will form part of the process when applying to join our school and will allow us to ensure any transition is a smooth one.

Please note: You can still apply for a place at a school even if the year group is full or oversubscribed. If we are unable to offer your child a place, we will inform you of your legal right to appeal.

Timescales

We will aim to notify you of the outcome of your application in writing within 10 school days of receiving it.

Before you complete this application form you should read the following notes:

Note 1 – Children in care (looked after children)

A 'child in care' or a 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Note 2 – Children previously in care (previously looked after children)

Children previously in care (children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order, immediately following having been looked after). You **must** provide evidence with your application that your child was previously in care in the form of an adoption, child arrangements or special guardianship order if you want this to be taken into consideration when ranking your application.

Note 3 – Children adopted from state care outside of England

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society and ceased to be in state care as a result of being adopted. You may be asked to provide evidence if there are more applications than places available and you want this to be taken into consideration.

Note 4 – Child's current address/moving address

Please give your child's current address. If you are planning to move house, and you want your future address to be the one considered as part of your application, please provide the new address as well as your current one.

If you are a UK service personnel family with a confirmed posting, or a crown servant family returning from overseas, places may be offered in advance of the move provided the application is accompanied by an official letter that declares a relocation date. Evidence of a future address may also be required. A Unit or quartering address can be used if requested. Please contact us for further details.

Note 5 – Definition of parent

For the purposes of education law, section 576 of the Education Act 1996 defines a

'parent' as:

- all natural (biological) parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person (this could be a step-parent, guardian or other relative)
- any person who, although not a natural parent, has care of a child or young person.

A person has care of a child or young person if they are the person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

Note 6 – Private fostering

If you are caring for someone else's child for more than 28 days, you do not have parental responsibility for them and you are not a relative such as a grandparent, brother, sister, uncle or aunt (whether full blood, half blood or by marriage or civil partnership) or step-parent, you may be private fostering. It is a legal requirement that you contact Suffolk County Council on 0808 800 4005 or email customer.first@suffolk.gov.uk.

Note 7 – School Travel Policy

SCC funded school travel will be provided to the **Nearest Suitable School** that would have had a place available for your child when they are: a) aged under 8 and live at least two miles from the school; or b) aged 8 or older and live at least three miles from the school. This would be whether or not an application was made for a place at that school.

The nearest suitable school might not be your catchment area school.

Full details about SCC funded school travel, including the School Travel Policy, additional arrangements for low income families and those with Special Educational Needs and Disabilities (SEND), can be found at www.suffolkonboard.com/schooltravel.

Note 8 – Siblings

It is important that you provide this information because it can affect your child's priority or offer of a school place. You should check the definition of sibling for the school you are applying for. This can be found in our admissions policy which is available on our website.

Note 9 – Supplementary Admission Form (SAF)

You will also need to complete our admission form

Application checklist for an in-year application for a Stoke High School – Ormiston Academy

Failure to complete your application fully may result in a delay or may affect your child's priority or offer of a place.

Check your application carefully to make sure you have:

- ☐ Clearly written your child's full legal name (not their nickname or known as name).
- ☐ Clearly written your child's date of birth in the following format (DD/MM/YYYY).
- ☐ Ticked the box if your child has an Education, Health and Care (EHC) plan.
- ☐ Attached evidence if you have ticked the box to say your child was previously in care.
- ☐ Clearly written your child's current address and any future address if moving house.
- ☐ Attached evidence of any future address that you would like to be used to allocate a school place (please refer to the individual schools' policy for information on what, if any, evidence is required).
- ☐ Attached evidence of your child's living arrangements if they live at two or more addresses (please refer to the individual schools' policy for information on what, if any, evidence is required).
- ☐ Read and understood the **School Travel Policy** and are aware that eligibility for Suffolk County Council funded travel is to the nearest suitable school, which might not be the catchment area school. Checked the **Nearest School Checker** and **School travel Scenarios** to understand your child's eligibility for SCC funded school travel **before** applying.
- ☐ Clearly written the date that you wish your child to start at your preferred school.
- ☐ Written the names and dates of birth of any siblings at Stoke High School.
- ☐ Attached the Supplementary Admission Form (SAF) with your application if the school applied for requires one (please refer to the individual schools' policy for further information).
- ☐ Signed and dated the application form.

In-year application form for a Stoke High School – Ormiston Academy for the 2026/2027 school year

We strongly recommend before completing this form that you read the guidance notes attached

Please print in capital letters

Child's details

Child's legal last name:

First name: Middle name:

Child's date of birth (DD/MM/YYYY): Male: ☐ Female: ☐

Does your child have an Education, Health and Care (EHC) plan? Yes: ☐ No: ☐

Is the child in care (looked after child)? (see **Note 1**): Yes: ☐ No: ☐

Was your child previously in care? (see **Note 2**): Yes: ☐* No: ☐

Was your child adopted from state care outside of England? (see **Note 3**): Yes: ☐*
No: ☐

Please provide name and contact details of any Local Authority who has been involved:

*If you have ticked Yes, please tick this box to confirm if you have attached evidence: ☐

Child's current address (see **Note 4**):

Postcode:

Name and address of current school or education provision (if applicable):

Applicant's details – parent/carers (see Note 5)

Mr/Mrs/Miss/Ms: Initials:

Last name: Relationship to child:

Telephone numbers: Click or tap here to enter text.

Email address:

Address if different to the child's, including the postcode:

Are you privately fostering this child? (see **Note 6**) Yes: ☐ No: ☐

Other details – if you are moving house see Note 4 and fill in these boxes

Child's future address, including postcode:

Date of move:

Are you a UK service personnel or a crown servant family? Yes: ☐ No: ☐

When would you like your child to start at Stoke High School: Click or tap here to enter text.

Does the child you are applying for have a sibling in this school? (see **Note 8**):

Yes: ☐ No: ☐

Sibling's name:

Sibling's date of birth:

Please complete this section where relevant:

Tick this box to confirm you have attached, taken or sent a Supplementary Admission Form (SAF) to the school (see **Note 9**): ☐

Data Protection: The Governing Body and Academy Trust will use the information you have provided in your application for a school place in accordance with the General Data Protection Regulations 2018. Further information will be available from the school or the school's website.

Parental Declaration (MUST be completed): I confirm that I have read the guidance notes attached to this application form and the relevant information for the 2026/2027 school year. I have read the School Travel Policy and understand how eligibility for Suffolk County Council funded school travel will be decided. I also confirm that the information I have given on this form is true and that I am a parent of this child as defined under section 576 of the Education Act 1996, please see **Note 5**.

Parent/Carer's signature:

Date:

