

**ADMISSION TO MEDWAY SCHOOL / ACADEMY
CASUAL (IN-YEAR ADMISSION)**

ACCEPTANCE / REFUSAL OF A SCHOOL PLACE

COMPLETED FORMS MUST BE RETURNED TO THE SCHOOL OFFERED WITHIN 20 SCHOOL DAYS OF THE DATE OF THE OFFER LETTER ALONG WITH PROOF OF YOUR ADDRESS (EG COUNCIL TAX BILL)

IMPORTANT:

Please ensure that you have read the 'Next Steps for Parents/Carers' information leaflet provided before completing and submitting this form.

Please complete this form in BLOCK CAPITALS

School Offered			
Child's Name			(Boy/Girl) please delete
Date of Birth		PID Number as shown on your offer letter	
Home Address	Post Code:		
Parent/Carer Name(s)	Title: Mr / Mrs / Miss / Ms / other _____ please delete		
Telephone Number			
Current School	(for junior school offers only)		

Please tick the appropriate box

<input type="checkbox"/>	ACCEPTANCE - I would like to formally accept the place offered at your school for my child
<input type="checkbox"/>	REFUSAL * - I would like to formally refuse the place offered at your school for my child

***I understand that:**

- + I am refusing the place offered at the school named above.
- + This place will be removed from my child and it is available to be offered to another child.
- + I will not have a claim on a place I have previously refused at a future date.

Signed	
Name (please print)	
Date	

Once completed, please return this form to the school offered within 20 school days of the letter along with proof of your address (e.g. council tax bill)