

# In-Year Transfer Application Form

Please complete this form and send it either by email to [admissions@chelsea-academy.org](mailto:admissions@chelsea-academy.org) or by post to Chelsea Academy, Lots Road, London SW10 0AB



Please ensure that you also submit an application to Kensington and Chelsea School Admissions:  
<https://www.rbkc.gov.uk/children-and-education/schools/join-school/admissions/year-secondary-admissions>

If you are applying for a Foundation (Church) place you must also complete a Foundation application form available on the Chelsea Academy website [www.chelsea-academy.org/admissions](http://www.chelsea-academy.org/admissions)

We collect and process this data in the public interest to administer our admission policy and waiting lists. By submitting this form you consent to Chelsea Academy collecting and processing your personal data and that of your child for this purpose. We will keep the data for as long as you are applying for a place at Chelsea Academy, after which we will delete it. For more information please see our Privacy Notice at <http://www.chelsea-academy.org/privacy-policy>

**Surname of child** ..... **Other names** .....

**Date of birth** .....

**School year applying for** (please circle)      Y7      Y8      Y9      Y10      Y11

Is the child a looked-after or previously looked-after child?      Yes / No (please circle).  
If yes please send confirmation from relevant Social Worker

Does the child have special educational needs      Yes / No (please circle).

If yes please provide details from current school

Does the child have a sibling at Chelsea Academy?      Yes / No (please circle).

If yes Name of sibling ..... Date of birth .....

Does the child have a particular medical, social or educational need for a place at Chelsea Academy?      Yes / No (please circle).

If yes please provide details in a supporting letter with relevant evidence

**Name of parent / carer** ..... **Relationship to child**.....

Home address (please read our guidance on proof of residence and send the necessary documents with this form)

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Telephone ..... Email .....

Name, address and postcode of current secondary school .....

..... Reason for leaving .....

If currently out of school, name, address and postcode of last secondary school attended

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Last primary school attended .....

If a recent arrival in the UK child arrived from ..... on .....

I declare that the information given is true to the best of my knowledge. I understand that if I have given false or misleading information, or withheld relevant information, this may result in any offer being withdrawn.

Signed ..... Date .....