ASHTREE PRIMARY ACADEMY
CHILDREN OF STAFF FORM

Please carefully read the Academy's published Admission Policy before completing this form. This form should accompany the application for admission.

Important: The parent completing this form and giving their details must be the employed parent only. This is because the Academy is prohibited from obtaining the details of more than one parent during the application process. This form applies to Year 7 to Year 11 only.

PART A - CHILD'S DETAILS:	
Child's full legal name:	
Child's date of birth:	
Child's home address: (as defined in the Admission Policy)	

PART B - EMPLOYED PARENT'S DETAILS (one parent only):	
Parent's full name:	
Parent's address: (this must be the same as the applicant child's home address, as defined in the Admission Policy)	
Parent's email address:	
Parent's contact number:	

PART C - EMPLOYMENT CRITERIA		
Have you been employed at Ashtree Primary Academy for more than 50% of your working week during term time, on a permanent or consecutive fixed term one year contracts, for two or more years at the time of application?	**Yes**	
	No	
If the answer is 'Yes', please ignore the question below and complete Part D. **If the answer is 'No', please complete the question below.**		
Were you recruited to fill a vacant post at Ashtree Primary Academy for which there is a demonstrable skill shortage, for more than 50% of your working week during term time, on a permanent contract or fixed term one year contract? (Please speak to your HR Manager to verify that you meet this criteria before completing this form and/or submitting an application for admission)	**Yes**	
	No	
If the answer is 'Yes', please complete Part D. **If the answer is 'No', the child is <u>not</u> eligible for priority as the child of a staff member at this time, and this form must not therefore be submitted with the application for admission.**		

PART D - CHILD CRITERIA		
Does your child live and sleep for more than 50% of their time from Sunday to Thursday night during term time at the address recorded as your home address in your HR file?	**Yes**	
	No	
If the answer is 'Yes', please complete the next question. **If the answer is 'No', the child is <u>not</u> eligible for priority as the child of a staff member at this time, and this form must not therefore be submitted with the application for admission.**		
Is the child your natural or adopted child, your long-term foster child, your step-child (the child of your spouse or civil partner) or the child of your cohabiting partner?	**Yes**	

(Please note that the child of another family member (e.g. niece, nephew, grandchild), or the child of a friend, will not meet the definition of a 'child of a staff member' even if they live at the same address as you)	**No**	

If the answer is 'Yes', please sign, date and submit this form with the application for admission.

If the answer is 'No', the child is <u>not</u> eligible for priority as the child of a staff member at this time, and this form must not therefore be submitted with the application.

PART E - SIGNATURE AND DATE

I certify that the information that I have provided in this form is true and accurate, to the best of my knowledge and belief:

Signed:	
Dated:	

This completed, signed and dated form should be submitted with the application for admission.