**Appendix 6**

**Admission Change Exception Form**

Insert school logo/ school name

*To be completed when an exception is made to the regular admission policy in Shell schools. This form must be filled in by the head teacher, signed by one of the parents or carers and added to the child’s file.*

Date: ……………………………………….. Child’s name: ………..………………………………

For this child an exception is made to the regular admission policy in Shell schools. ……………. is placed in year group ………….. on ………………………………….(\*1)

The reason(s) for this decision is (are): ……………………………………………………………………………………………………………. ……………………………………………………………………………………………………………. …………………………………………………………………………………………………………….

Parents’ desires and opinions.....................................................................................................

....................................................................................................................................................

Documents to support this decision: (\*2) ……………………………………………………………………………….. ……………………………………………………………………………….. ………………………………………………………………………………..

In accordance with the admission policy, Improve Education have been consulted:

………………………………………………………………………………………………………(\*3)

Name of headteacher: Name of parent/carer:

……………………………..… ………………………….

Date: ……………………… Date: ……………………..

Signature of headteacher: Signature of parent/carer:

\*1: insert the child’s name, the year group and the admission date to that year group.  
\*2: refer to, for example, test results, consultancy results and/or other documents in the child’s file.  
\*3: name of the consultant and the consultancy date.