

In-Year Admission Common Application Form

Please read the guidance notes at back of form and consider the information in the in year guidance leaflet before completing this application. Please return your completed form to the Tri-borough School Admissions Team, Kensington Town Hall, Hornton Street, London, W8 7NX

Please tick how you would like to receive correspondence:

Email Post

Date received

D	D	M	M	Y	Y	Y	Y
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1. Details of Child

First Name(s)

Surname/Last Name

Child's home address

Postcode

Please tick:

Boy Girl

Child's date of birth

D	D	M	M	Y	Y	Y	Y
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Name of your local authority

Does your child have a statement of special educational needs? Yes No

Is your child currently going through the statementing process? Yes No

2. Details of Parent or Carer

Title: Mr. Mrs. Miss. Ms.

Initials

Surname

Home tel

Other tel

Email

Address (if different from above)

Postcode

Relationship to child

(e.g. mother, father, grandmother)

Other Parent

Relationship to child

(e.g. mother, father, grandmother)

3. Children in Public Care*

*please refer to the guidance notes for more information.

Please indicate if your child is Looked After by a Local Authority

Yes No

Please indicate if your child is previously Looked After by a Local Authority and now adopted

Yes No

Please indicate if your child is under a Special Guardianship Order

Yes No

4. Background Information and Education History

Part A

Please provide the name and address of your child's current/most recent school

If your child is not currently attending school, please state the reason why below and confirm the date that the child last attended.

Last date of attendance:

D	D	M	M	Y	Y	Y	Y
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Part B

If your child is a new arrival to the country and this is the first time your child has lived in the UK, please answer the following question:

Date of arrival to the UK:

D	D	M	M	Y	Y	Y	Y
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Country arrived from:

Part C

Has your child been permanently excluded from a previous school?

Yes No

If yes, please include the name of the school, date of permanent exclusion, and reason for the exclusion in the box below:

5. School Preferences

You are invited to name up to six school preferences below. Please ensure you only name schools on this form that you are required to apply to via the Admissions Team. Please refer to the leaflet accompanying this form or the authority websites for confirmation of the schools that will be accepting applications directly and will not be participating in the locally agreed coordinated scheme.

Preference 1

Name and address of school:

Sibling name:

Date of birth:

D	D	M	M	Y	Y	Y	Y
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Sex: Male Female

Reasons for preference:

Preference 4

Name and address of school:

Sibling name:

Date of birth:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Sex: Male Female

Reasons for preference:

Preference 2

Name and address of school:

Sibling name:

Date of birth:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Sex: Male Female

Reasons for preference:

Preference 5

Name and address of school:

Sibling name:

Date of birth:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Sex: Male Female

Reasons for preference:

Preference 3

Name and address of school:

Sibling name:

Date of birth:

D	D	M	M	Y	Y	Y	Y
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Sex: Male Female

Reasons for preference:

Preference 6

Name and address of school:

Sibling name:

Date of birth:

D	D	M	M	Y	Y	Y	Y
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Sex: Male Female

Reasons for preference:

Please note that an application made on this form for a school that only accepts applications directly is likely to delay your application. You can not apply for schools outside the Tri-Borough area on this form.

6. Additional Information and Declaration

Please use this space to state reason(s) for applying for a school place in-year.

Before returning the form, please make sure you have:

- ✓ Completed all sections you need to and include any supporting documents with your application if there is information you need to make us aware of.
- ✓ Have ensured you have only listed schools for which you can apply via the Tri-borough Admissions Team.
- ✓ Checked if there are any additional forms you need to complete if you have made a preference for a church school.

Declaration

- I wish to apply for a place at each of the schools named in part 5, and I have listed these schools in my order of preference.
- I certify that I am the person with parental responsibility for the child named above and that the information given is true to the best of my knowledge and belief.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn. I understand that other council services may be consulted in this connection.

Parent's/Carer's Signature

Date:

D	D	M	M	Y	Y	Y	Y
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Data Protection

The Admissions Team administer applications to schools for the borough of Hammersmith & Fulham, Kensington & Chelsea and Westminster City Council and will handle information you have provided in line with the Data Protection Act (DPA) and will use the information for school admission purposes. The information will be held in confidence with only the necessary people working within the combined children's services able to access and handle it. The three Councils have a duty under the Children's Act 2004 to work with partners to develop and improve services to children and young people in the area. As such, the Councils may also use this information for other legitimate purposes and may share information (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. For the purpose of validating proof of address, the School Admissions Team will refer to data held by internal Council Tax records. The three Councils also have a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud. Under the DPA you have the right to make a formal written request for access to personal data held about you or your child. For further information please contact the School Admissions Team.

Guidance on completing the In-Year Admission Common Application Form

Part 1 Details of Child

Proof of Address - The address listed on the form must be the address where your child normally lives. The address of a grandparent, other relative or any other person looking after your child during the day must not be used. If you are a resident in one of the three boroughs we will use internal council services to verify your address, such as council tax checks.

If we are unable to verify your address using internal council services, or if you are resident in another borough you will need to submit proof of address along with your child's application form.

Proof of address documents that are accepted are listed below, you will be required to submit two documents from the below list:

- A mortgage/tenancy agreement
- A recent utility bill
- Child Benefit (if eligible) / Inland Revenue documents
- Any other recently dated documents that we request depending on individual cases

Part 2 Parent/carers details

This section needs to be completed by the main parent or carer of the child, who will also need to indicate that they have parental responsibility. Only one parent needs to complete this section; however, if you prefer, you can indicate the name of the 'other parent' in the space provided.

Part 3 Children in Public Care

Children in Public Care (Looked After Children) and children who have been adopted or made subject to a residence order or special guardianship order immediately following having been looked after receive priority for admissions to school. 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).

The child's social worker must submit a letter to The School Admissions Team confirming the legal status of the child and the local authority to which the child is/was in care, quoting the child's full name and current address.

Part 4 Background information and Education History

PART A – please provide the name of the previous or current school your child attends/attended. If the school is in another country, please specify.

Child's current/previous education - It is important that you give full details of your child's current or last school, including the reason for leaving. If this section of the form is not completed, it may cause a delay in processing your application. The Admissions Team reserves the right to contact the previous or current school for further information.

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Part 5 School Preferences

Please refer to the Information sheet that accompanies this application form for details of the schools that will be participating in the locally agreed co-ordinated in year admissions scheme.

Please remember that you are applying for schools at a time when places have already been allocated, so you will need to be aware that the school(s) you prefer, or is the closest to your home, may not be able to offer a place.

If you feel there are exceptional reasons for your child to be considered as a priority on a waiting list for a particular school, you must indicate this in the area provided and give brief reasons for your case. All requests for priority consideration must be supported by a professional, such as a doctor or social worker. Please be aware that not all schools have this criterion in their policy, so it is advised you check first.

Changes in legislation provided schools with the option to give priority to children of staff in their admission criteria. This does not apply to all schools. Please check the criteria for the school you are applying to. Please use the reason for preference box to indicate of you are applying under this criterion.

If your child has a sibling (brother or sister) who is currently on roll at your preferred school you must include their details where requested. The definition of sibling is indicated in the admission criteria for each school. Relatives such as cousins, uncles and aunts are not considered as siblings, even if they are living at the same address.

Part 6 Additional Information and Declaration

You must sign your application form to certify that you have parental responsibility for the child you are applying for, and that the address on the form is the main residence of the child. If you provide any false or misleading information on the form or in supporting papers, or withhold relevant information, it may render your application invalid and lead to the withdrawal of an offer of a place.

Part 7 Further Information

Waiting or interest lists - Waiting lists for community schools are held by the Admissions Team based at Kensington Town Hall. Voluntary Aided schools, Academies and Free Schools hold their own waiting lists. All waiting lists are ordered in accordance with the published admissions criteria for the school. It is important to note that a waiting list position can go down as well as up. If a child is added to the waiting list that lives closer to the school or meets a higher oversubscription criteria, they will take priority on the list.

Fair Access - Children who are the subject of a direction by the local authority to admit to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Contact Details

London Borough of Hammersmith & Fulham

020 7745 6434

school.admissions@lbhf.gov.uk

[www.lbhf.gov.uk/
schooladmissions](http://www.lbhf.gov.uk/schooladmissions)

Royal Borough of Kensington & Chelsea

020 7745 6432

school.admissions@rbkc.gov.uk

[www.rbkc.gov.uk/schools/
admissions](http://www.rbkc.gov.uk/schools/admissions)

Westminster City Council

020 7745 6433

[schooladmissions@westminster.
gov.uk](mailto:schooladmissions@westminster.gov.uk)

[www.westminster.gov.uk/
admissions](http://www.westminster.gov.uk/admissions)