

Date form completed:



In Year Admissions 2015/16

- Before you fill in this form, please read the guidance documents and information on our website at www.hertsdirect.org/inyear
- Some schools accept In Year admission applications direct. These schools are listed on the back of this application form. **Please apply direct to these schools and do not use this form**
- Some voluntary aided and foundation schools and academies ask you to complete a supplementary information form (SIF). The school directory available at www.hertsdirect.org/inyear indicates whether a SIF is required and contains direct links to SIFs
- SIFs and any additional supporting documentation should be returned direct to the school
- If you wish to apply to a school or academy outside Hertfordshire, please contact the relevant local authority for advice. **Do not use this application form**
- You must provide two recent forms of proof of address. One must be a council tax bill, utility bill, solicitor's letter showing completion date or a signed tenancy agreement. Please do not send originals. **We cannot process an application without evidence of your address.** Please send them by email to inyear@hertfordshire.gov.uk, or by post to In Year Admissions Team, County Hall CHR 102, Pegs Lane, Hertford, SG13 8DF

Section 1: Reason for your application

Section 2: Your child's details

Date place is required:

Places are offered on the basis that they will be taken up within 10 school days. Please do not apply more than 4 weeks in advance of the date you require a place unless you are a service family.

Your child's details:

First name:	Middle name(s):	Date of birth:
Family name/Surname:	Current Year Group*:	Gender:

* Hertfordshire will allocate a place into the usual year group based on your child's date of birth. If you wish your child to be educated in a different year group to that indicated by their date of birth, please contact the In Year team Admissions Team.

Your child's current address and postcode

We check addresses and we will withdraw our offer of a school place if you give a false address

Current address:

Postcode:

Your child's new address and postcode

Date of move:

If you are moving house, please provide the new address below.

New address: |

Postcode:

Please ensure you provide proof of your new address, including the move date. This can be either a solicitor's letter confirming completion or a copy of the formal lease agreement. If you are moving to a rental property, please provide evidence that you have sold or are in the process of selling your previous property, or that a previous lease agreement has ended. We will not be able to take into account a new address without proof as referred to above.

Section 3: Your School Preferences and additional details

In the boxes below, please write the names of the four schools you wish to apply for. Put the school you would most prefer first in your list. The school code is listed in the entry for each school in the directory section. **Please check the list at the end of this application form for schools that you should NOT include on this form.**

Preference 1	School code
Preference 2	School code
Preference 3	School code
Preference 4	School code

Does the child have a sibling at any of the schools or linked schools you are applying for? If yes, please give details below:	
Name:	Gender:
School attending:	Date of birth:

Sibling is the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after and in every case living permanently in a placement within the home as part of the family household.

Does your child have a statement of special educational needs (SEN)?	
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A Statement of SEN is a document written by the local authority detailing the child's needs and the measures the school will take to help them. The SEN team manage admissions for children with a statement and your application will be passed to them.

Is the child you are making an application looked after (in public care)?	
If yes, please indicate which local authority and include a supporting letter from the child's social worker and/or advisory teacher:	

Was your child previously looked after but was then adopted or became subject to a child arrangements order or special guardianship order? If yes, please provide supporting evidence including a copy of the adoption order if applicable.	
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Are you applying under Rule 2 (exceptional medical or social needs)?	
If yes, please state for which school:	

You must include supporting professional evidence clearly demonstrating why your child's needs can only be met at one specific school. Please include all the evidence you wish us to consider as we can only consider the information received at the time of application. Rule 2 can only be re-considered if there has been an exceptional change of circumstances.

Are you applying under a "Children of Staff" rule (if applicable)?	
If yes, please state for which school:	

Not all schools have a rule for children of staff. Please check the admission rules for the schools you wish to apply for.

Are you or your partner UK service personnel or a crown servant?	
If yes, please include an official MOD, FC or GCHQ letter showing relocation date	

Your child's current school (Please note we will contact this school when we process your application)

School Name:	
School Address:	
Date last attended (if your child has left):	

Section 4: Your Details

Name of person making the application: (This should usually be a parent, or adult with parental responsibility)	Title:	Initial:	Family Name:
Address: if different to that given above			
Daytime telephone number:			
Email address: We will use this address to contact you where possible			
Your relationship to the child:			
Is the child living with you under a private fostering arrangement? This is where the child lives with an adult who is not a close relative ie not a parent, grandparent, sibling, aunt or uncle.			
Do you have parental responsibility?			
If no, please provide permission from the person(s) with parental responsibility confirming they are in agreement with the application.			
Does another person(s) also have parental responsibility?			
If yes, have they given agreement to the application being made?			

For births registered in England and Wales, parental responsibility is automatically given to the child's mother from birth. A child's father will have parental responsibility if:

- he was married to the child's mother when the child is born (even if later divorced or separated)
- the child was born after 1 December 2003, and he is named on the birth certificate
- if a parental responsibility agreement is obtained from a court or by agreement with the mother.

Please provide a copy of any appropriate court orders or residence orders with this application.

Section 5: Additional Information

This information is used to consider whether your child's application should be dealt with as part of the Fair Access Protocol. It will help to ensure your child has the best start at their new school and any support required can be put in place. The information you give in this section will not be used in the allocation process and your child will not be disadvantaged by the information you provide.

Has your child recently arrived in the UK or currently lives outside the UK?	
If yes, please provide proof of the child's arrival in the UK. Your application cannot be processed without this evidence.	
What is your child's first language spoken at home?	
If your child is currently in Year 10 or 11 (or in Year 9 and has chosen their option subjects already), please list the option subjects they are studying:	
Please note that it may not be possible for your child to continue to study the same subjects and you should discuss this with the schools you wish to apply for before making your application.	
What other (if any) services have been involved with your child, currently or previously:	
Is your child attending school regularly?	
If no, please give details:	
Has your child been excluded from their current or previous schools - either fixed period (temporary) or permanent exclusions	
If yes, please give details of the date(s), reason(s) and the name of the school(s):	
Have you discussed your reasons for wanting to move school with your child's current school?	
Have you asked your child's current school to complete Part A? Part A is used to help us process your child's application and their move to a new school. Please send the completed and signed Part A to the In Year team or ask the school to send it to us direct. There may be a delay in processing your application form if you do not provide us with the Part A.	
Part A can be accessed on our website at www.hertsdirect.org/inyear	

Why do you want your child to move school? (Please give as much further information as you can to support your request):

Section 6: Parental Declaration

If you deliberately give false information, we may withdraw the offer of a school place.

All of the information I have given on this form is correct and up to date.

I have read and understand the Guidance booklet for parents.

I understand that you will inform my child's current school of this application and will share the information in this application with the schools listed on this form and, if different, the allocated school.

I understand that my child must be able to take up the allocated school place immediately and that the place may be withdrawn if not accepted within 10 school days.

I confirm I have parental responsibility for this child and/or the agreement of all persons with parental responsibility

I will be
sending in:

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Your full name:

Your email:

Date:

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Please return this application form to the In Year Admissions team at the address below. If you have any queries, please contact the Customer Service Centre on 0300 123 4043.

In Year Admissions Team

County Hall CHR 102

Pegs Lane

Hertford

SG13 8DF

Or by email: inyear@hertfordshire.gov.uk

It is very important that you include all necessary documentation with your application in order to avoid any delays. This includes proof of address and Part A completed by your child's current school.