

# In year application form to apply for a Southwark Primary/Secondary school

You must complete this form if you are applying to a school in Southwark. If you would like to apply to a school outside of Southwark you must contact the borough the school is located in to ask about the arrangements for applying to schools in their area.

## Section 1: Child's details

Surname/family name

First name  Middle name(s)

Gender  Boy  Girl (please tick box)

Date of birth       Current year group

Home address: This must be the address where the child normally lives and where the child benefit is paid.

First line of address

Town/city  Postcode

How long has the child lived at this address?  Years  Months

If your child has lived at the address for less than one year please provide their previous address.

## Section 2: Parent/carer details

Title  Mr  Mrs  Miss  Ms (please tick box)

Full name

Relationship to child  Mother  Father  Step parent  Foster parent  Other

If you have ticked other, please explain what your relationship is with the child:

Home telephone number  Daytime telephone number

Mobile telephone number  Email

## Section 3: Current/previous schools history

It is important that you list your child's full school history including any schools located outside of the UK and approximate dates of when your child attended below (continue on a separate sheet if necessary). Southwark Council may contact your child's current/previous schools to assist with the application process.

School name and full address (include country if outside UK)	Date when child started at school	Date last attended*
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

\* if your child is no longer on roll at the school

#### Section 4: Reason(s) for applying for an in year admission (please tick the appropriate box)

**My child has recently moved to the London area from another part of the UK**

Name of borough the child previously lived

Date of arrival in the London area

D	D	M	M	Y	Y
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**My child has recently arrived in the UK from abroad**

Date of arrival in the UK

D	D	M	M	Y	Y
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Country your child has arrived from

Which country has issued your child's passport?

Is your child travelling on a visa?

Yes  No

If yes, you must attach a copy of your child's visa documents which can be found in their passport. Please **do not** send any original documents or passports.

Does your child speak English?

Yes  No

If no, please state the main language your child speaks

**I would like my child to transfer to another school** If you tick this box, you must state your reason(s) below. Please note that your child must remain at their current school until you receive a firm offer of an alternative school place and a start date has been agreed.

Reason(s) for wanting my child to transfer to another school: (continue on a separate sheet of paper if necessary)

#### Section 5: Children in public care/SEND/Exclusions (please tick the appropriate box)

**Is the child looked after or was the child previously looked after and now adopted or subject to a residence or special guardianship order, immediately following having been looked after?**

Yes  No

If yes, please state the local authority with whom the child is/was in care and provide documented evidence confirming the legal status of the child

**Does your child have a statement of Special Educational Needs (SEN) or an Educational, Health and Care Plan (EHCP)?**

Yes  No

If yes, you should contact the special educational needs and disabilities team (SEND) in the borough that you live in as children with a statement of SEN or an EHCP are admitted to school using a separate process. Southwark Council's SEND team can be contacted by telephone on 020 7525 4278.

**Has your child previously been permanently excluded from a school?**

Yes  No

If yes, please provide details of all previous permanent exclusions your child has experienced below.

Name of school	Date of exclusion						
<input type="text"/>	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y
D	D	M	M	Y	Y		
<input type="text"/>	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y
D	D	M	M	Y	Y		

## Section 6: School preference

- It is important that you check the admissions criteria for the school you are applying for, to see the basis on which the school will give priority.
- You can apply for one Southwark school only and can name a voluntary aided (church), foundation, free, community school or academy. You cannot apply for independent, private or special schools using this form.
- Many voluntary aided (church) schools may require you to complete a supplementary information form which must be returned directly to the school. **Please check with the school for more information.**

Tick this box, if you believe there are exceptional medical, social, religious or educational (including single-sex education) reasons to support your preference. If you tick this box, you must complete the 'Reasons for preference' box stating why the school would best meet your child's needs and the difficulties that would be caused if your child had to attend another school. **You must also attach current supporting evidence from a relevant professional e.g. a doctor or social worker.**

\*Brothers and sisters includes half brothers and sisters, step brothers and sisters and adopted brothers and sisters who share the same home.

### Details of the Southwark school you are applying to

Name of Southwark school

Address

### Details of any brother or sister\* already attending the school

Name

Date of birth

Reasons for preference (optional)

Have you applied to any schools directly?  Yes  No

If yes, please state each school(s) you have applied to and when you applied.

## Section 7: To be completed by your child's current/last headteacher

It is important that you complete this section as your child's headteacher will need to know if you are thinking of transferring your child to another school for safeguarding reasons.

If your child's current/last school is in Southwark, you must take your completed form to your child's school to be signed by the headteacher before returning it to the School admissions team.

Name of school

Headteacher's name

Signature

Date

School stamp

## Section 8: Checklist

- The school I have applied for in section 6 is in Southwark.
- I have completed all the sections on this form.
- I have read carefully the admissions criteria for the school that I am applying to.
- I have enclosed supporting evidence if I am applying on exceptional medical, social, religious or educational reasons.
- I have completed the supplementary information form (only for schools that require them) and have returned it directly to the school.
- If my child has a statement of special educational needs, or an Education, Health and Care Plan I have provided the relevant information within section 5 of this form.**

## Section 9: Declaration and signature of parent/carer

I certify that I have parental responsibility for the child named on this form, that the information is true to the best of my knowledge. I understand and accept that if I have given false or deliberately misleading information on this form and/or any attached supporting papers or withheld any relevant information, the offer of the school place may be withdrawn.

Signature of parent/carer

Date

D	D	M	M	Y	Y
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**Please note that by submitting this form you are deemed to have accepted the policies of each school that you have applied for.**

## Section 10: For school/local authority use only

Place offered?

Yes

No

If no, please provide reason

If a place is to be offered please state the start date

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Additional information

### Data protection

Information you provide when applying for a school place will be entered into a computerised database. Your information is protected by the Data Protection Act 1998, which ensures it can only be used for defined purposes and may be passed only to specific people. The defined purposes are:

(i) Administering the admissions process as set out in the 'Starting primary/secondary school' brochure

(ii) Preventing fraud or other criminal offences or to ensure the safety of a child

(iii) Administering the free school meals process and to verify entitlement

The people who may receive the information are:

a) The current school (if any)

b) The school to which the pupil is to be admitted

c) Other admission authorities, so as to ensure they can carry out their role in the coordinated admissions process

d) Any organisation legitimately investigating allegations of fraud, other criminal offences or child protection

e) Independent appeals panels should you decide to appeal the offer of a school place

## Where to return your completed application form

- **If you are making a new application to a Southwark school and you are either a Southwark resident or live in another borough, you must return your completed form to:**

School admissions team (4th floor), Children's and Adults services, Southwark Council, PO Box 64529, London SE1P 5LX

Email: [inyear.admissions@southwark.gov.uk](mailto:inyear.admissions@southwark.gov.uk) Tel: 020 7525 5337

- **If you are a Southwark resident applying to transfer your child from a Southwark school to another Southwark school you must return your completed form directly to the school of preference named in section 6 of this form.**