

**OFFICE USE ONLY**

Level 1

Level 2

Add proof rec'd:  Pupil ID

Wandsworth Council Children's Services Department

# Application for in-year admission to a primary school for a child living in the borough of Wandsworth

You should only complete this form if you can tick **all three** of these boxes:

- My child currently lives in the borough of Wandsworth..
- My child is **not** enrolled at or ceased to attend a Wandsworth primary school.  
(This form will not be considered valid for a child who **is** enrolled at a Wandsworth primary school. Please contact the school if you require a transfer form.)
- My child does **not** have a statement of special educational needs.

**Please complete all the questions in block capitals using black ink. Incomplete forms will not be accepted.**

## 1. Details of child

Family name  First name

Date of birth  /  /  BOY  GIRL  (please tick)

Address (This must be the **child's permanent address**. If the address cannot be verified from council records, you will be asked to provide proof before the form is processed.)

Full postcode

## 2. Details of parent(s) or carer(s) with whom the child lives at the above address

If you are **not** the child's mother or father, please provide evidence that you are their legal guardian.

Parent/carer 1	Parent/carer 2
Title (please circle) Mr Mrs Miss Ms	Title (please circle) Mr Mrs Miss Ms
Family name <input type="text"/>	Family name <input type="text"/>
First name <input type="text"/>	First name <input type="text"/>
Relationship to child <input type="text"/>	Relationship to child <input type="text"/>
Home telephone no. <input type="text"/>	Home telephone no. <input type="text"/>
Daytime telephone no. <input type="text"/>	Daytime telephone no. <input type="text"/>
Mobile telephone no. <input type="text"/>	Mobile telephone no. <input type="text"/>
Email. <input type="text"/>	Email. <input type="text"/>

## 3. Children in public care (in accordance with Section 22 of the Children Act 1989)

Is the child in public care of a local authority? Yes  No  (please tick)

If yes, please state which local authority

If yes, you must provide a letter from the social worker confirming the legal status of the child and the local authority with whom the child is in care.

#### 4. Present school or Previous school\*

Name and address of school

Postcode

Date of starting / / Date of leaving (if left) / /

Reason for leaving or transfer

Please tick this box to confirm that you have informed the school that you are making this application.

\* If your child's previous school is in the United Kingdom, the school will be notified of this application and asked to provide background information to help a new school to meet your child's needs.

#### 5. School(s) applied for

You may apply for one, two or three schools, but you should first check if there are places available. Please contact Pupil Services on (020) 8871 7316 for this information.

If you are applying for a church or faith school, please check whether the school requires you to complete their own form as well.

1st preference borough/county

2nd preference borough/county

3rd preference borough/county

#### 6. Has the child been permanently excluded from a school? Yes No

If yes, please state name(s) of school(s)

Date(s) of exclusion(s) / / / /

If your child has been permanently excluded from their previous school, your application will be referred to the Wandsworth Behaviour and Learning Support Service who will assess your child's future educational needs.

#### 7. Will the child need help in school with English language? Yes No \*

If so, what is their home language?

\* This information will **not** be used to decide whether or not a place can be offered at a school.

## 8. Details of brothers or sisters

If your child already has a brother or sister attending any of the schools you have listed at question 5, please give details below.

Family name \_\_\_\_\_

First name \_\_\_\_\_

Date of birth      /      /      BOY       GIRL       (please tick)

School \_\_\_\_\_

Family name \_\_\_\_\_

First name \_\_\_\_\_

Date of birth      /      /      BOY       GIRL       (please tick)

School \_\_\_\_\_

## 9. Reasons for preference(s) (optional)

You only need to complete this question if you wish to give reasons for your preference for any school.

If you think that there are **exceptional** medical or social reasons why your child should attend a particular school, you **must** tick the box below and you **must** provide professionally supported evidence with this application form in order for your application to be considered on these grounds. It is very important that you check the admission criteria of each school for which you are applying to see if priority can be given on this basis. You **must** specify which school(s) you want the evidence to apply to. Please ensure you have read the notes on page 7 of the *Choose a Wandsworth Primary School* booklet.

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Please tick this box if you are enclosing professional evidence

## 10. Declaration and signature of parent/carer

- I certify that I am the person with parental responsibility for the child named on this form and that the information given is true to the best of my knowledge and belief.
- I wish to apply for a place at the school(s) named in question 5, which I have listed in order of preference.
- I understand that the Local Authority may take steps to verify any information relating to this application.
- I understand that any false or deliberately misleading information given on this form and/or in supporting information may render this application invalid, or lead to the offer of a place being withdrawn.
- I understand that if there is not a place available at any of the schools I have listed in question 5, the Local Authority may offer a place at an alternative school.

Parent's/carer's signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE TURN THE PAGE TO FIND WHERE TO SEND THIS FORM AND HOW IT WILL BE PROCESSED**

## THE COMPLETED FORM MUST BE RETURNED TO:

**Pupil Services,  
Wandsworth Council,  
Children's Services Department,  
Town Hall Extension,  
Wandsworth High Street,  
SW18 2PU.**

### How your application will be processed

- We will acknowledge receipt of your application and check the information you have provided.
- We will refer your application to the highest preference of the schools you have applied for which has a possible vacancy. If you have applied for a school in another borough, we will pass your request to that borough.
- Your child's present school may be asked by the school you have applied for to provide some background information.
- The school you have applied for may ask you to attend a meeting to discuss your application.
- The school will let us know whether a place can be offered for your child.
- If a place can be offered we will write and ask you to accept it. The new school will then arrange a date for your child to start.
- If a place cannot be offered, we will refer your details to any other schools you have applied for which have a possible vacancy.
- If a place cannot be offered at any of the schools and your child is without a school place, we may offer you an alternative school.
- You may request that your child's name is placed on a list of unsuccessful applicants with a continuing interest in a school which has no vacancy. However, there is no guarantee that a place will become available and your child will need to remain at their present school.
- You will be informed of the right to appeal against a decision not to offer a place. An appeal will only be successful if you can give strong reasons why your child must have a place at a particular school.

### The law on school attendance

- You may not withdraw your child from attending a school unless you have made other arrangements for them to receive full-time education. You must inform the school in writing **before** your child stops attending. The Local Authority will check that the arrangements you are making are satisfactory.
- If your child is not attending school regularly, you should contact the council's Education Welfare Service for advice on (020) 8871 8306.