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**Wandsworth Council Children's Services Department**

# Application for admission to a primary school

## Reception class in September 2024

If you live in the borough of Wandsworth, and your child was born between 1 September 2019 and 31 August 2020, you must fill in this form to apply for a reception place in any state primary school, in Wandsworth or elsewhere.

If you live outside the borough of Wandsworth, you must fill in the form available from the council in whose area you live, even if the schools you are applying for are in Wandsworth.

If your child has an Education, Health and Care plan (EHC plan) please **DO NOT** complete this form.

**Please complete all the questions in block capitals using black ink.**

### Section A – Personal details

#### 1. Details of child

Family name

First name

Date of birth

BOY ☐ GIRL ☐ (please tick)Address (This must be the **child's only permanent address** - see the Choose a Wandsworth Primary School brochure)

Full postcode

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

##### Parent/carer 1

Title (please tick) Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Family name

First name

Relationship to child

Home/daytime telephone no.

Mobile telephone no.

Email.

##### Parent/carer 2

Title (please tick) Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Family name

First name

Relationship to child

Home/daytime telephone no.

Mobile telephone no.

Email.

#### 3. Children in public care

Is the child in the care of a local authority?

Yes ☐No ☐ (please tick)

Was the child previously in care and now adopted, or subject to a residence order or a special guardianship order?

Yes ☐No ☐ (please tick)

If Yes, please state which local authority

**If Yes, you must provide documentary evidence with your application. Please see the Choose a Wandsworth Primary School brochure for further information.**

#### 4. Current school or pre-school

If your child attends a school or pre-school, please give the name and address of the school

Name

Address



Please turn the page and read the notes carefully before completing question 5.

## Section B – Primary school preferences

### Please read these notes carefully before completing question 5.

- If you live in the borough of Wandsworth you must complete question 5 below to apply for a place in any state primary school.
- You can include up to six state schools in the borough of Wandsworth and/or other boroughs. Don't include private schools. You may only complete one form.
- Wandsworth will co-ordinate your application for schools in other boroughs (please see the *Choose a Wandsworth Primary School* brochure).
- Make your choices carefully by reading the criteria that will be used to decide which children will qualify for places if there are more applications than places. See the *Choose a Wandsworth Primary School* brochure.
- Include the schools closest to your home. Distance from home to school is used by most schools to decide which children are offered places. Please refer to the *Choose a Wandsworth Primary School* brochure for important information about distances. Please bear in mind that children in a school's nursery class do not get priority over other children for Reception places.
- When you have decided which schools to apply for you must list them in question 5 below in the order you prefer them. Please only list one school on each line.
- None of the schools will be told which other schools you have applied for or the order in which you prefer them. This information will remain confidential to Wandsworth Council's Children's Services Department but will be divulged to an Independent Appeal Panel if they request it.
- Before places are offered, the council will check whether your child can be allocated a place at more than one school. If your child can be allocated a place at more than one school, the council will offer you a place at whichever of these schools you put highest in your list in question 5. It is therefore very important that you list the schools in the right order as this cannot be changed later.

#### IMPORTANT

Applying for one school only will **not** improve your chances of getting a place at that school. If your application is unsuccessful, and you have not included alternative schools on the form, your child will be without the offer of a place at any preferred school when places are offered on 16 April 2024. At that stage the council will be required to make you an alternative offer at a school with spaces available if possible.

### 5. Primary school preferences

Please read the notes above and then write the names of the state schools you are applying for in the order you prefer them including any schools outside the borough of Wandsworth. Don't include private schools.

1st preference	borough/county
2nd preference	borough/county
3rd preference	borough/county
4th preference	borough/county
5th preference	borough/county
6th preference	borough/county

### 6. Application for Voluntary Aided (faith) schools - Supplementary Information Forms (SIFs)

If you have included a church or faith school in your list of preferences in question 5, you must also complete the school's supplementary information form to provide additional information about religious commitment. The forms for Wandsworth schools are available direct from the school or from **[www.wandsworth.gov.uk/admissions](http://www.wandsworth.gov.uk/admissions)** and must be returned to the school no later than **15 January 2024**. The forms for schools in other boroughs are available from the schools.

You must make sure you list the school as one of your preferences at question 5 above. If you **only** complete a school's supplementary information form, it will **not** be a valid application. Both forms must be received by 15 January 2024.

## Section C – Additional information

### 7. Details of siblings (the definition of a sibling can be found in the *Choose a Wandsworth Primary School* brochure)

If your child already has an older brother or sister attending any of the primary schools you have listed at question 5, who will still be attending in September 2024, please give details below.

Family name			
First name			
Date of birth	BOY <input type="checkbox"/>	GIRL <input type="checkbox"/>	(please tick)
School			
Family name			
First name			
Date of birth	BOY <input type="checkbox"/>	GIRL <input type="checkbox"/>	(please tick)
School			

### 8. Twins or children of multiple birth

If you have twins or children of multiple birth please complete a separate form for each child and write the name of the other child in this box.

Family name	
First name	

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

You **do not** need to complete this question unless 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.\* (**You must also specify below which school(s) you want the evidence to apply to**). Unless you provide the professional evidence before the closing date for applications (15 January 2024) your claim for priority on medical/social grounds will not be considered until after the first round of offers on 16 April 2024. Please refer to criteria and notes in the *Choose a Wandsworth Primary School* brochure.

(\* Applicants who submit supporting evidence will not be advised whether their application is likely to be successful under this criterion prior to the offer of places on 16 April 2024.)


- You **must** tick this box if you are enclosing professional evidence ☐

I am enclosing professional evidence to be sent to (list all relevant schools):

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- You **must** tick this box if you are applying for 'children of staff' priority ☐

I am applying for priority for \_\_\_\_\_ (state relevant school)

Please state name of the member of staff \_\_\_\_\_

**Please turn over and read the declaration before signing the form.**

10. Declaration and signature of parent/carer

- 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 wish to apply for a place at each of the schools named in question 5, and I have listed these schools in my order of preference.
- I understand that there is no automatic right of transfer from the nursery class to the reception class at the same school.
- I confirm that the address provided on this form is my **child’s only permanent residence** and that Wandsworth Council will take all reasonable steps to verify this and any other information I have provided on this form.
- 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.

Parent/carer 1 signature Date

Print name

Parent/carer 2 signature Date

Print name

Checklist:

- Before returning this form, please tick these boxes to confirm that you have:
- ☐ Read the notes on this form and the *Choose a Wandsworth Primary School* booklet.
  - ☐ Checked that **your address** is within the borough of Wandsworth.
  - ☐ Completed all relevant sections of this form.
  - ☐ Completed and returned any supplementary information forms required by any church or faith schools for which you are applying, and/or for the Belleville Wix Academy and Shaftesbury Park school bilingual classes.

THE COMPLETED FORM MUST BE RETURNED BY 15 JANUARY 2024 to:  
admissions@richmondandwandsworth.gov.uk

Or by post to:  
Pupil Services, Wandsworth Council,  
Children’s Services Department,  
Town Hall Extension,  
Wandsworth High Street, SW18 2PU.

An acknowledgement that the form has been received will be sent to you.  
(Forms received by the council after 15 January 2024 will be treated as late.)

Under the Data Protection Act 2018 and GDPR this authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. Please refer to our Privacy Notice  
[www.wandsworth.gov.uk/info/200316/open\\_data\\_and\\_transparency/1535/wandsworth\\_council\\_privacy\\_notice](http://www.wandsworth.gov.uk/info/200316/open_data_and_transparency/1535/wandsworth_council_privacy_notice)  
For more information on how we use your data, please see our privacy notices here Wandsworth Council privacy notice - [www.wandsworth.gov.uk/wandsworth-council-privacy-notice](http://www.wandsworth.gov.uk/wandsworth-council-privacy-notice) and here Education and Learning privacy notice - [www.wandsworth.gov.uk/education-and-learning-privacy-notice](http://www.wandsworth.gov.uk/education-and-learning-privacy-notice)