

# 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 home address

Second line of home address

Town/city  Postcode

Borough

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

## Section 2: Parent/carer details

Title  Mr  Mrs  Miss  Ms (please tick box)

First name

Surname/family name

Date of birth

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 no.  Daytime telephone no.

Mobile telephone no.  Email

National insurance / NASS no.

## Section 3: Current/previous school's details

You must provide the following information even if your child's last/current school is outside of London or the UK. Please note Southwark Council may contact your child's current/last school to assist with the application process.

School name <input type="text"/>	Date when child started at school <input type="text"/>
First line of address <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Second line of address <input type="text"/>	Date last attended, if your child is no longer on roll at the school
Town/city <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Country if outside of the UK <input type="text"/>	

#### 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

Country the child has arrived from

Date of arrival in the UK

D	D	M	M	Y	Y
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Does your child speak English?

Yes  No (please tick box)

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/SEN/Exclusions

**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?** (please tick box)

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?**

Yes  No (please tick box)

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

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

Yes  No (please tick box)

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><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
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## 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 and/or academy. You cannot apply for independent/private schools using this form.
- Most 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 school you are applying for	
Name of Southwark school	<input type="text"/>
Address	<input type="text"/>
Details of any brother or sister* already attending the school	
Name	<input type="text"/>
Date of birth	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y
Reasons for preference (optional)	
<input type="text"/>	

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

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	<input type="text"/>	School stamp
Headteacher's name	<input type="text"/>	
Signature	<input type="text"/>	
Date	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y	

## Section 8: Checklist

- The school I have applied for in section 6 is in Southwark.
- I have completed all the sections on this form including section 7 which needs to be completed by my child's current/last headteacher.
- I have read carefully the admissions criteria for the school that I have named in section 6.
- 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). This form must be returned directly to the schools.
- If my child has a statement of special educational needs, 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 and that this is the only Southwark in year application form I have completed for this child. 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 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.**