

**OFFICE USE ONLY**

Level 1

Add proof rec'd

Year group

Pupil ID

Wandsworth Council Children's Services Department

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

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

- My child **does not** attend, a Wandsworth primary school. (This form will not be considered valid for a child who **is** enrolled at a Wandsworth primary school. Please ask at the school if you require a **transfer form**.)
- My child **does not** have an Education, Health and Care Plan.

**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 only permanent address. Please see page 8 of 'Choose a Wandsworth Primary School'.)

Full postcode

Please note that if you live in any other council's area you **must** provide proof of address (POA) with this application. If you do not provide POA with this form your application will not be processed until we receive your documents. For the full list of acceptable POA documents please visit [www.wandsworth.gov.uk/admissions](http://www.wandsworth.gov.uk/admissions)

## 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

Title (please tick) Mr  Mrs  Miss  Ms

Family name

First name

Relationship to child

Home telephone no.

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 telephone no.

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, child arrangement 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 (e.g. a letter from the local authority social services department, or court order)

#### 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 may 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 up to three schools in the borough of **Wandsworth**. 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

\_\_\_\_\_

2nd preference

\_\_\_\_\_

3rd preference

\_\_\_\_\_

#### 6. 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

#### 7. 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 in the 'step by step' section of the *Choose a Wandsworth Primary School* booklet.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

**8. Has the child been permanently excluded from a school? Yes  No**

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

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Date(s) of exclusion(s)

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**If your child is a Wandsworth resident and 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.**

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

If so, what is their home language?

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

**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 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 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 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/carer 1 signature**

**Date**

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**Print name**

**Parent/carer 2 signature**

**Date**

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**Print name**

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

**admissions@wandsworth.gov.uk**

### 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.
  - 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.
  - You will be sent a letter saying whether or not a place can be offered.\*
  - If a place can be offered, you will be asked 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 will 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 you will need to apply for an alternative school that has a vacancy.
  - 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 decision whether or not to offer a place is made by the Admission Authority for the school. Wandsworth Council is the Admission Authority for Community schools and the School Governors are the Admission Authority for Academies (including Free schools), Foundation and Voluntary Aided schools.**

**\*\* Only applies to Wandsworth resident pupils**

### 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. Your Local Authority will check that the arrangements you are making are satisfactory.
- If your child is not attending school regularly, you should contact your council's Education Welfare Service for advice. Wandsworth residents can call (020) 8871 8306.