

In Year Admission application form

Before you fill in this form, please read the guidance documents. Information about In Year Admissions and school directories are available on www.hertsdirect.org/admissions

For voluntary aided and foundation schools and academies

- You may have to complete a supplementary information form (SIF). The schools directory indicates whether a SIF is required
- SIFs are available from the school or at www.hertsdirect.org/admissions
- SIFs and any additional supporting documentation should be returned to the relevant school.

If you are applying to a voluntary aided or foundation school or an academy outside Hertfordshire, please contact the relevant authority for advice.

Please fill in this form using black ink and CAPITAL LETTERS. You must include two forms of proof of address. One of which must be: council tax bill, utility bill, solicitor's letter showing completion date or a signed tenancy agreement. **Please do not send originals.**

Section 1: Reason for your application

Please tick relevant box

- | | |
|--|--|
| 1. Moving into Hertfordshire | <input type="checkbox"/> You must fill in Part A |
| 2. Moving out of Hertfordshire | <input type="checkbox"/> You must fill in Part A |
| 3. Moving to another area within Hertfordshire | <input type="checkbox"/> You must fill in Part A |
| 4. Not moving but wanting a new school | <input type="checkbox"/> You must fill in Part A |

Section 2: Your child's details

Date place is required:

Your child's full name

First name	Middle name(s)
Family name	

Date of Birth

Day	Month	Year	Female	Male
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Your child's current address and postcode

House number	House name		
Street			
Town or Village			
County	Postcode	<i>You must give this so we can assess your application correctly.</i>	

We check addresses and you must expect that we will withdraw our offer of a school place if you give a false address

Does your child have a statement of special educational need? Yes

Is your child in public care? Yes If yes, which local authority _____
(Please include a supporting letter from your child's social worker and/or advisory teacher)

Is a parent working as a UK service personnel or other Crown Servant (including Diplomats)?

Yes (please include an official MOD, FC or GCHQ letter showing relocation date)

Office use only

POA part A Letter

Section 3: Moving House

Fill in this section if you are moving house – you must send a solicitor’s letter confirming completion date or a copy of a signed tenancy agreement. We will not use your new address until your child is resident at that address.

When are you moving?	Day	Month	Year
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What will your new address be? <i>We check addresses and you must expect that we will withdraw our offer of a school place if you give a false address</i>	House number	House name	
	Street		
	Town or Village		
	County	Postcode	You must give this so we can assess your application correctly.

Section 4: Schools

In the boxes below, please write the names of the three schools you would like your child to go to. Put the school you would most prefer first in your list. You will find the school code in the entry for each school in the directory section.

Preference 1

School Code (Hertfordshire LA Code 919)

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Preference 2

School Code (Hertfordshire LA Code 919)

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Preference 3

School Code (Hertfordshire LA Code 919)

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Social/Medical

Are you applying under Rule 2 (medical/social) for a **community or voluntary controlled** school only? If you are, you must include professional evidence in support of your application.

Yes If yes, please state for which school

For voluntary aided, foundation or academy schools, please refer to the published admission arrangements and submit supporting evidence to the school direct.

<p>If you have listed Tring School as one of your preference schools, are there any specific religious reasons why Tring School is particularly suitable to meet the needs of your child?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, applications must be supported by a letter from a Priest or Minister.)</p>
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Sibling Information – (Brothers and Sisters)

Does your child have a brother or sister at any of the schools you are applying for? Please refer to page 7 of the In Year guidance notes.

Brother or sister's details:

First name	Family name
School attending	

Date of Birth

Day	Month	Year	Female	Male
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Brother or sister's address and postcode

House number	House name
Street	
Town or Village	
County	Postcode <i>You must give this so we can assess your application correctly.</i>

Section 5: Your child's current (or last) school (NB We will contact this school)

Name of Headteacher		
Name of School		
Street		
Town/Village		
County	Postcode	
Telephone number of school	Year Group	<i>Date of last attendance, if not still attending</i>

Section 6: Parent/Carer contact details

Title and surname

Mr	Mrs	Miss	Other	Initial	Family Name
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Your current address and postcode
(if different from your child's address)

House number	House name
Street	
Town or Village	
County	Postcode <i>You must give this so we can assess your application correctly.</i>

Telephone numbers
(including code)

Home
Mobile

Relationship to child

Mother		Father	
Other carer with parental responsibility <i>please provide evidence of parental responsibility</i>		<i>Please state relationship to child:</i>	

Are you happy to be contacted by email? Yes Email address: _____
If you tick yes, we may use your email address for future communication

Section 7: Additional Information

Why do you want your child to move school? *(Please give as much further information as you can to support your request using a separate sheet if necessary. Please see page 7 of the guidance document for more information.)*

I have discussed my reasons for wanting to move my child to a different school with my child's current school? Yes

I have included Form A completed by the school Yes

Has your child attended any other Hertfordshire School? Yes No

If yes, please give details

<i>Name of school</i>	<i>Date of leaving</i>
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Reason for leaving:

Permanently excluded Moved home Child not settled

Other (please give details)

Have any of the following services been involved with your child in the last 3 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Attendance and Pupil Support Officer Education Support Centre

Integration Team Education Support Team for Medical Absence

Educational Psychologist Social Worker

Child and Adolescent Mental Health Service Other
(Please specify) _____

Is your child attending school regularly? Yes No

If your child is not attending regularly, please say why.

This part of the application **must** be completed by your child's current school.

IN-YEAR ADMISSIONS ADDITIONAL INFORMATION - PART A

Please ask an appropriate member of staff from your child's current school, for example Head of Year /Class teacher to complete and sign this form and return it with the application form.

Personal Details

Surname		Current school	
First names		Date of Birth	

Attendance

Attendance (%)		Period covered	
Punctuality	Good/average/poor	EWO involved?	Yes/No

Special Needs

School Action/ School action +	Yes/No	IEP	Yes/No
Statement	Yes/No	EPF	Yes/No

Attainment (National Curriculum Levels)

Subject	Level	Date	Other (eg CAT scores)
Maths			
English			
Science			

Other agencies involved (please tick)

(please attach reports and/or provide details on an additional sheet)

Educational Psychologist Service		Social Worker	
Behaviour Support Team / Education Support Centre		Child and Family Clinic	
Home Hospital Education		Refugee & Traveller Team	
Minority Ethnic Curriculum Support Service		Looked After Team	

Other Support Mechanisms

Pastoral Support Plan (Dates and comments)	
Fixed term exclusions	

Other

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To be completed by your child's current school.

Please add any other comments you think we may find helpful to enable a successful transition into a new school:

To help this child's future school easily discuss the above, please give full contact details below. Thank you for your help in completing this form

Name		Tel number (incl. extension)	
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Email	
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Signature of School representative:	Date:
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Section 8: Does the child have a right to be educated in the UK as a British or EEA citizen? Yes No

If the answer to the above question is “no”, please provide relevant evidence in the form of:

- the relevant section of your child’s passport which shows citizenship, and
- visa status

Section 9: Declaration

If you deliberately give false information, we may withdraw our offer of a school place.

All of the information I have given on this form is correct. I understand that you will inform my child’s current school of this application and will share the information in this application with the schools (and their maintaining authorities) listed on this form and, if different, the allocated school. I understand that my child must be in a position to take up the allocated school place immediately and that the place may be withdrawn if it is not accepted within 10 school days.

I confirm I have parental responsibility for this child

I enclose: Supporting evidence relating to question 4

Reasons to support my application (if applicable)

Proof of address x 2 (please do not send originals)

Part A completed by my child’s current school

Your signature

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Your full name

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Date

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Please return this application form to the In Year Admissions team at the address below. If you have any queries, please contact the Customer Service Centre on 0300 123 4043.

In Year Admissions Team

County Hall CHR 102

Pegs Lane

Hertford

SG13 8DQ