

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 secondary 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 secondary school. (This form will not be considered valid for a child who is enrolled at a Wandsworth secondary 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 12 of 'Choose a Wandsworth Secondary 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

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 tick) Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Title (please tick) Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>
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

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 Secondary 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)

Date(s) of exclusion(s)

If your child is a Wandsworth resident and has been permanently excluded from their previous school, your application will be referred to the Francis Barber Pupil Referral Unit who will make future educational arrangements.

9. 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.

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 or educational establishment.

Parent/carer 1 signature

Date

Print name

Parent/carer 2 signature

Date

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 advise you of alternative schools with a vacancy.**
- 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 which 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.

Children of Year 11 age

Admitting a child into Year 11 can be difficult for both the child and the school. Other pupils are already at least half way through their GCSE courses and the examination courses on offer may either be different to those studied at a previous school, or may be full. For this reason, we will provide you with details of alternative arrangements for studying GCSE courses which are available in the borough.**

Children with a history of poor behaviour or attendance

If your child has a history of poor behaviour or attendance, or has been out of school for some time, it may be necessary to consider your application under the council's Fair Access Protocol. The protocol seeks to ensure that the schools admit an even share of such children. Council staff will work with you to decide which school your child should attend.**

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.

** Only applies to Wandsworth resident pupils

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_notices.