

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			
Date of birth		Gender		Current year group	
Home address <small>This must be the address where the child normally lives and where the child benefit is paid.</small>					
Postcode		How long has child lived at this address			
If your child has lived at the address for less than one year please provide their previous address					

Section 2: Parent/carer details

Title		Full name			
Relationship to child					
Home telephone number		Mobile number			
Email					

Section 3: Current/previous school history

It is important that you list your child's full school history including any schools located outside of the UK and approximate dates of when your child attended below (continue on a separate sheet if necessary). Southwark Council may contact your child's current/previous schools to assist with the application process.

School name and full address <small>(include country if outside UK)</small>	Date when child started school	Date last attended <small>(if your child is no longer at roll at a school)</small>

Section 4: Reason/s for applying for an in year admissions (please enter Y in the appropriate box)

My child has recently moved to the London area from another part of the UK

Name of borough where the child previously lived	
Date of arrival in the London area	

My child has recently arrived in the UK from abroad

Date of arrival in the UK	
County your child has arrived from	
Which country issued your child's passport?	
Is your child travelling on a visa? If yes, you must attach a copy of your child's visa documents which can be found in their passport.	
Does your child speak English?	
If you child does not speak English, please state 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:

Section 5: Children in public care/SEND/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?	
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 (SEN) or an Educational, Health and Care Plan (EHCP)? If yes, you should contact the special educational needs and disabilities team (SEND) in the borough that you live in as children with a statement of SEN or an EHCP are admitted to school using a separate process. Southwark Council's SEND team can be contacted by telephone on 020 7525 4278.	
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Has your child previously been permanently excluded from a school?		
If yes, please provide details of all previous permanent exclusions your child has experienced below.		
Name of school	Date of exclusion	

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 or academy. You cannot apply for independent, private or special schools using this form.
- Many 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 SOUTHWARK SCHOOL YOU ARE APPLYING TO			
Name of Southwark School			
Address			
Details of any brother or sister already attending the school			
Name		Date of birth	
Reasons for preference (optional)			

Have you applied to any schools directly?	
If yes, please state each school(s) you have applied to and when you applied.	

Section 7: To be completed by the child's current/last Headteacher

It is important that you complete this section as your child's headteacher will need to know if you are thinking of transferring your child to another school for safeguarding reasons.

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	
Headteacher's name	
Signature	
Date	
School stamp	

Section 8: Checklist

	The school I have applied for in section 6 is in Southwark.
	I have completed all the sections on this form.
	I have read carefully the admissions criteria for the school that I am applying to.
	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) and have returned it directly to the school.
	If my child has a statement of special educational needs, or an Education, Health and Care Plan 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. 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		Date	
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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.

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 2018, 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:**
Email: 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.**