



Common Application Form For In-Year Primary School Admission

This form should be completed by all wishing to apply to HOUNSLOW SCHOOLS ONLY.

If you are applying for a place at a **church or selective school**, you will be required to complete a **supplementary form** in addition to this form. This can be obtained directly from the school to which you are applying and must be returned back to the school.

Completed forms must be returned to: **School Admissions Team, London Borough of Hounslow, Civic Centre, Lampton Road, Hounslow TW3 4DN.**

1. Child's details

Child's first name: _____ Middle name(s): _____

Child's surname/last name: _____

Child's date of birth: Day (figures): _____ / Month (word): _____ / Year: _____

Boy Girl (please tick)

Twin or multiple birth Yes No (please tick)

Child's home address (This must be the address where your child permanently resides):

Postcode: _____ Date of moving to this address: _____

If you are moving to a new address in the Hounslow Borough - please give details (including date):

Postcode: _____ Moving Date: _____

EMS number:

Date received by
Access Hounslow:

Date received by
Admissions office:

2. Fair Access Admissions

We would like to ensure that the children without a school place are found a suitable school as quickly as possible. To help us do this, please tick any box relevant to your child and provide written evidence, where applicable, with the completed application form:

- Is a refugee / asylum seeker Is a traveller Is a carer - please provide details
- Is being educated at home - how long? _____
- Has been temporarily or permanently excluded or at risk of permanent exclusion - please provide details
- Has a history of serious attendance problems
- Has a disability or medical condition. Please provide evidence.
- Is the child in Care of a Local Authority. If yes, please attach a copy of a letter from a Social Worker to confirm that this is the case and advise which Authority: _____
- Has a statement of Special Educational Needs or Education, Health & Care Plan. If yes, please do not complete this form. You will need to contact Special Educational Needs on: 020 8583 2676.

3. Reason for Application

If your child is still attending a school, please give reason(s) why you would like a new school for them (continue on a separate sheet if necessary):

Please note that if your child has an attendance rate which is below 90% without good reason or has any significant behavioural issues at their current or previous school that resulted in exclusion, admission to any schools within the London Borough of Hounslow may be determined by the Council's Fair Access Criteria. This is so that appropriate support can be provided for your child.

4. If your child has entered or re-entered the UK within the last 6 months

Date of entry: _____ Anticipated length of stay: _____

Previous country of residence: _____ Child's first language: _____

Does the child speak any English? (please tick appropriate box) None Little Good Fluent

5. Child's Current and Previous School (even if overseas)

Name / address of child's current school: _____

Telephone number of school: _____

Start Date: _____ End Date: _____ Is your child still attending this school? Yes No

Previous school attended

School name/borough: _____ From: _____ To: _____

6. Other children

Please name all other children (including adopted children) living at home, for whom you receive Child Benefit

Child's name:	Date of birth:	School:

7. Parent's / Carer's details

Title (please circle) Mr Mrs Miss Ms Other (please state)

Surname: First name: Middle name:

Relationship to child Mother Father Step Parent Foster Carer Other

Parent or carer's home address (full address including postcode):

Postcode:

Daytime telephone: Evening telephone:

Mobile: Email (print):

8. School preferences (with reasons)

Please state up to 3 different schools that you wish to apply for, in order of preference.

You do not have to use all three preferences. List all state schools or academies (not private schools) for which you are applying.

If you are applying for a **church** or **selective school**, you must also complete any supplementary forms, if applicable. Your application details will be forwarded to the relevant school as appropriate. Please only use the column on the right if you wish to give reasons for your preferences for any school.

If you think that there are exceptional medical or social reasons why your child should attend a particular school, you **Must** provide a supporting letter from a Hospital Consultant or a Social Worker with this form.

For office use only	Name and address of school	First name, surname and date of birth of any brother or sister currently attending the school	Reasons for preferences (optional) Applications for priority under exceptional medical or social grounds will only be considered if the required supporting documents are attached to your form.
	Preference 1		
	Preference 2		
	Preference 3		

9. Signature of parent or carer

- I wish to apply to the schools listed in section 8, which I have ranked in my order of preference.
- I certify that I am the person with parental responsibility for the child named in section 1, and that the information given is true to the best of my knowledge and belief.
- I understand that any false or deliberately misleading information given on this form and/or on supporting papers or any relevant information withheld, may render this application invalid and could lead to the withdrawal of an offer of a school place for my child.
- I understand that by making this application I agree to other council records being checked.

Parent's/carers signature: _____

Date: _____

Documents required

- 1) Proof of Address - A current council tax bill ... or ... tenancy agreement plus two alternative documents: bills/bank statements/driving licence etc. in the applicant/s (parent/carers) name.
- 2) A Photocopy of Child's Birth Certificate.
- 3) A Photocopy of The Child's Passport and Visa (if your child has entered or re-entered the UK within the last 6 months).

Checklist

Before handing in your application, make sure that you have gone through the checklist below. Please note that without the following, your application will be considered incomplete and may delay the admission of your child.

- Read the notes on the front of the application form
- Completed all relevant sections of this form
- Attached Proof of Address to this application form. Please note that without this documentation we will be unable to process your application.
- Provided a copy of the child's Passport and Visa if your child has entered or re-entered the UK within the last 6 months- please note that the child must be present at the time of the application and documents must be verified by a member of the Admissions Team.
- Provided a copy of your child's Birth Certificate.
- Enclosed evidence from relevant professionals (if you have ticked a box in section 2)
- Completed any supplementary information forms if you have applied for a church school or selective school and returned it back to the school.

This form, when completed, signed and dated, should be returned to:

School Admissions Team, London Borough Of Hounslow, Civic Centre, Lampton Road, Hounslow TW3 4DN

Data collection notice

In accordance with the Data Protection Act 1998, the London Borough of Hounslow will use your information, for the purpose of processing your application for a secondary school place, to (a) deal with your requests and administer its departmental functions; (b) meet its statutory obligations; (c) prevent and detect fraud. The council may share your information (but only the minimum of information necessary to do the above and only where it is lawful to do so) with other departments within the council (including the elected members), central government departments, law enforcement agencies, statutory and judicial bodies, community service providers and contractors that process data on its behalf. The council may also use and disclose information that does not identify individuals, for research and strategic development purposes.