



## IN-YEAR APPLICATION FOR A SCHOOL PLACE

This form should be completed if you are seeking admission to Marlow C of E Infant School after the normal point of entry.

### 1. CHILD'S DETAILS

|  |   |                      |                    |
|--|---|----------------------|--------------------|
| <b>First Name (s)</b>  |   | <b>Legal Surname</b> |                    |
| <b>Date of Birth</b>   | ___/___/___   | <b>Male / Female</b> | <b>Year Group:</b> |
| <b>Normal Home Address</b><br>(The address & postcode at which the child normally lives).<br>Please include address evidence (see note i)                            |   |                      |                    |
| <b>If moving home, please provide the new Home Address</b> (This is the address at which the child <u>will</u> live). Please include address evidence. (see note ii) | Move date ___/___/___   |                      |                    |
| <b>Name &amp; address of current (or most recent) school.</b>  |   |                      |                    |
|  | If now left this school, please give last date of attendance: ___/___/___ |                      |                    |
| <b>Telephone no. of last school</b>  |   |                      |                    |

### 2. YOUR DETAILS

The first section should be completed by all parents/carers living at the normal home address given above who have parental responsibility for the child. You may also give details of any other adult who has parental responsibility.

|   |                             |
|---|-----------------------------|
| <b>Name(s) of parents/carers living at home address above</b>   |                             |
| <b>Relationship to child</b>  | <b>Email address</b>        |
| <b>Home telephone no.</b>   | <b>Mobile telephone no.</b> |
| <b>If another adult has parental responsibility, but does not live at the same address as the child, please provide their name and address:</b> |                             |

### 3. SUPPORTING INFORMATION

|  |   |
|--|---|
| <p><b>Does your child have any brothers or sisters currently attending our school or Holy Trinity CE(A) School (our linked Junior school) ?</b></p>  | <p><b>YES/NO</b></p> <p>If 'Yes' please give sibling's name, date of birth and school.</p>  |
| <p><b>Are you applying on behalf of a 'child in care' of a Local Authority? Some children are cared for by a Local Authority, and a Social Worker will act as parent for the child</b></p> | <p><b>YES/NO</b> If 'Yes' please tell us which LA supports the child and give a social worker contact name and telephone number.</p> <p>Local Authority:</p> <p>Social Worker contact name:</p> <p>Telephone No:</p>  |
| <p><b>Are you or your partner a serving member of the Armed Forces or a Crown Servant?</b></p>   | <p><b>YES/NO</b></p> <p>If you are being posted to Buckinghamshire, please provide a copy of your posting order.</p>  |
| <p><b>Does your child have exceptional medical or social reasons why he/she should attend our school?</b><br/>(see note iii)</p>   | <p><b>YES/NO</b></p> <p>If 'Yes' please attach details, you will need to include written support from an appropriate professional person.</p>   |
| <p><b>Does your child have a statement of Special Educational Needs (SEN) or an Education Health and Care Plan (EHC)?</b> (see note iv)</p>  | <p><b>YES/NO/UNDERGOING ASSESSMENT</b></p> <p>If 'Yes' or 'Undergoing assessment' please indicate which Local Authority is involved.</p>  |
| <p><b>Your child may not currently have a statement of SEN or EHC but they may receive extra support in school for special needs.</b> If so please indicate the type of support here:</p>  |   |
| <p><b>Is your child currently supported by other agencies? Please tick the relevant boxes as appropriate</b></p>   | <p> <input type="checkbox"/> Social Services<br/> <input type="checkbox"/> Education Welfare Officers for attendance issues<br/> <input type="checkbox"/> Educational Psychology Service<br/> <input type="checkbox"/> Child and Adult Mental Health Service<br/> <input type="checkbox"/> Ad-action<br/> <input type="checkbox"/> Youth Offending Team<br/> <input type="checkbox"/> Other (please specify)         </p> |
| <p><b>If so, please provide their contact details here so we can ensure that your child can be supported through their change of schooling by the appropriate professionals</b></p>        |   |

|   |  |
|---|--|
| <b>Have you withdrawn your child from a school?</b>   | <b>YES/NO</b>  |
| If 'Yes' please tell us why:  | <div style="margin-left: 20px;"> <input type="checkbox"/> Elect to home educate<br/> <input type="checkbox"/> House move<br/> <input type="checkbox"/> School suggested move<br/> <input type="checkbox"/> You are requesting a transfer<br/> <input type="checkbox"/> Other - please specify<br/> <div style="margin-left: 100px;">.....</div> </div> |
| <b>Has your child been permanently or temporarily excluded from any of his/her current or previous schools?</b>   |  |
| <b>YES/NO</b>   |  |
| Please confirm which school(s) and give date(s) and reason(s). Please note that we will contact your child's current or previous school in order to process this application. |  |
| School(s).....  |  |
| Date(s).....  |  |
| Reason(s) for exclusion .....   |  |

| <b>4. CURRENT SCHOOL INFORMATION AND HEADTEACHER COMMENTS</b>  |  |  |
|--|--|--|
| <b>If transferring school within Buckinghamshire please tell us why you want to move school.</b>                                       |  |  |
| <b>Name of Headteacher of current school</b> (Applications will not be accepted without agreement from one of the school staff listed) |  | <b>Signature</b><br><br>I certify that I have seen the completed form and verify its |
| <b>Headteacher comments</b>  |  |  |
|  |  |  |

## 5. PARENTAL DECLARATION

I certify that I have parental responsibility for the child named in Section 1, and that this application has the agreement of all parents/carers listed in section 2. I wish to make an application to Marlow C of E Infant School.

I confirm that the information I have provided is to the best of my knowledge correct and up to date. I understand that if I give any false or deliberately misleading information on this form and/or supporting papers or withhold any relevant information, this may lead to the withdrawal of an offer of a school place for my child.

I hereby authorise the school to contact my child's current or previous school.

**IMPORTANT NOTE: ALL SECTIONS OF THIS FORM MUST BE COMPLETED AND ALL EVIDENCE ATTACHED AS APPROPRIATE—INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT AND THIS WILL DELAY THE PROCESSING OF YOUR APPLICATION.**

Signature of parent/carer:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Once completed you should return this form to: Marlow C of E Infant School, Sandygate Road, Marlow, Bucks, SL7 3AZ

Notes:

- i) **Evidence of Home Address**—please provide council tax bill, formal lease agreement or other documentation of occupation
- ii) **Evidence of New Home Address**—If parents are moving house, the school will ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.
- iii) **Exceptional medical or social reasons:** These will only be considered if evidence is provided. If you think your child has a disability as defined in the Equality Act 2010 and you have chosen our school with this in mind, please give us more details.
- iv) **A Statement of SEN or ECH** is a document written by the local authority detailing the needs that a child has in learning at school, and the measures which the school will take to help them.