

3. Children in Care / Previously in care

If the child is or has been in the care of a local authority please say which:

Social workers name:

Phone number:

Please also provide a letter from the social worker confirming the legal status of the child and name of the local authority the child is / was in the care of. The letter should also provide the reasons for the preferences for the schools listed.

4. Non - UK applicants

Which country was the child born in?

Date of entry to the UK: Day Month Year

Is the child in the country now? Yes No **Childs first language:**

Can the child speak, read and write fluent English? Yes No

5. School preferences

Note 1. Please write the name and borough of up to four different schools you want to apply for. You must list the schools in the order you prefer them. You must list all schools or academies (not private schools) you are applying for.

Note 2. Please include the name, date of birth and sex of any relevant sibling (brother or sister) who is already at a school you are applying for. 'Sibling' includes a full, half, step, adopted or long-term fostered brother or sister living at the same address and currently at the school.

Note 3. If you want to give reasons for your preference for any school, please use the section provided. These might include religious, philosophical or any other reasons. If you think there are exceptional medical or social reasons why your child should go to a particular school, you must provide evidence with this application that is supported by a professional (such as a doctor's report). It is very important that you check the admission criteria (arrangements) of each school you are applying for to see if your child can be given priority. Please remember that we only offer places in line with the published admission criteria for each of the schools you list below and not your reasons for wanting that school, unless the schools accept social and medical reasons.

School Name (see note 1 above)	Sibling's details (see note 2 above)	Reasons (see note 3 above)
Preference 1		
Preference 2		
Preference 3		
Preference 4		

Would you prefer your child to continue going to their current school if we cannot offer you one of your preferences listed Yes No

6. Parent / Carer Details

Title: Mr Mrs Ms Miss Other

First name:

Last name:

Your relationship to child? Mother Father Step-parent Foster-parent

Other family member Please specify _____

If you are not the child's natural parent, please attach documentary evidence that you are the guardian and have parental responsibility for the child named in Section 1

Home phone : **Mobile:**

Your signature: **Date:**

Section B—Present or previous school details (this should be filled in and signed by the head of year or head teacher of your child's previous UK school.)

We may be able to consider this pupil under our "Fair Access Protocol" policy if this section is filled in.

Date transfer form was received: Dates of attendance at this school: From To

Attendance: Good Average Poor Attendance (%)

If attendance was lower than 85%, please give the reason why.

Period Covered Were attendance officers involved? Yes No

Special needs:

School Action Yes No School Action + Yes No
 Statemented Yes No IEP Yes No

Common assessment framework (CAF) Has a CAF been carried out or considered? Yes No

If 'Yes', please attach a copy of the CAF. If you do not have a copy, please give the reason why.

Attainment (National Curriculum levels) (KS1, KS2 and KS3)

Attainment (National Curriculum levels) KS4

Without this evidence, it will be difficult for a mainstream school to offer a place late in year 10 or in year 11.

Has this child been studying for GCSEs or other KS4 examinations? Yes No

Subject	Examination board	Course code	Date course began	Where was the course studied

Other agencies involved (please tick) (Please attach reports or provide details on an extra sheet.)

Education Psychologist Service Youth Offending Team Looked after Team
 Behaviour Support or PRU Child and Family Service Other
 Education other than at School Traveller Support Service

Please add any other comments you think we may find helpful.

Section B (continued)

Other support provided

Pastoral support plan (dates and comments)

Number of days lost due to fixed-term exclusion in the last academic year

Has the child been permanently excluded

Other

Any other important information the receiving school needs to be aware of:

To help this child move easily into their future school, please give full contact details below so the school can discuss the above with you if necessary. Thank you for your help in filling in this form.

Your Name:

Phone (including extension):

School name:

Local Authority Number :

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DFE Number:

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Your signature:

Date:

School stamp

Important Information

- If any of the details about your child change, please tell us immediately in writing.
- If we can prove that your child has been offered a place based on false, misleading or inaccurate information, we will withdraw the place.

Send us your form in one of the following ways

- **In person:** Public Advice & Service Centre (PASC), Liberty Shopping Centre, Romford.
- **By email:** schooladmissions@haverling.gov.uk
- **By post:** School Admissions Team, Town Hall, Main Road, Romford, RM1 3BD

For internal use only

Pupil ID Number:

Document Checklist

The School Admissions Officer must tick to say that they have seen the relevant documents

Proof of Address

One document from Group 1 and **three** documents from Group 2 or **at least five** documents from Group 2:

Group 1

- Exchange of contracts / proof of completion showing the parents name and the full address of the property.
- Legal rental document showing the parents name and the full address and dated for no less than one year with at least 6 months remaining after the application date.
- Solicitor's letter confirming recent house purchase or land registry confirmation (in this case, proof of the sale or rental of the parents previous address will also be required).
- Council Tax Bill showing the parents name as a liable person and must be for the current year.
- Current, valid full UK photo-card driving license with signature or 'old style' driving license. (Provisional licenses are not acceptable as proof of address).
- The child or parents UKBA Application Registration Card or IND Application
- Registration Card issued by the Home Office (either are acceptable).
- UK firearms licence

Group 2

- Bank, building society statement (not credit card). It must be no more than three months old and show the parents name and current address.
- Mortgage Statement showing the parents name and current address.
- Financial Statement eg. Pension, endowment, ISA (UK).
- Household utility bill (eg. gas, electric, water or fixed line telephone but not a mobile phone bill). It must be no more than three months old and show the parents name and current address.
- Original notification letter from the relevant benefits agency confirming the right to benefits or state pension showing the parents name and current address.
- HM Revenue & Customs (Inland Revenue) tax document eg tax assessment, statement of account, notice of coding. It must contain the parent's full name and current address. P45s and P60s are not acceptable.
- Vehicle Registration Document (V5C) or old style (V5) showing the parents name and current address.
- TV licence (valid for the current year) showing the parents name and current address.
- Vehicle tax renewal document (issued within the last 6 months) showing the parent's name.

If the family is living with relatives or friends they must provide a letter explaining the situation, if the property is privately rented or a Council property we must see their 2014/15 Council Tax Bill or Council Tax benefit letter or notice with written confirmation from the legal landlord, of all the people who are authorised to live at the premises and for what period of time. The letter must contain the following information:

- The address of the property
- The name of all legal tenants and authorise residents
- A statement confirming that all people applying for a School place are entitled to stay as permanent residents

Proof of Identity

- Birth Certificate or Childs Passport (if new to Havering)
- Birth Certificate (if new to country)
- Child Seen In Person (if new to country)
- Childs Passport (if new to country)
- Parents Passport (if new to country)

Signed: _____ Name _____ Date: ____/____/20____