

# PRIMARY SCHOOL APPLICATION FOR IN-YEAR ADMISSION – 2011/12

FOR OFFICE USE ONLY  
Proof of Address   
Proof of Date of Birth   
Application made for other children in the family



This form should be completed by parents who live in Enfield and want to apply for a place at a primary school either in Enfield or outside Enfield. Please read the guidance notes carefully on the back page carefully before completing the form. Completed forms must be returned to the **Enfield Schools Admission Service, PO Box, 56, Civic Centre, Silver Street, Enfield, EN1 3XQ** or an Enfield primary school. **This form must not be completed in respect of a child who has a Statement of Special Educational Needs.**

## 1. Child's Details

Surname/Last Name  Child's First Name(s)

Child's Date of Birth  Boy  Girl  Year Group

Child's Permanent Home Address

Post code

(This must be the address where the child normally lives)

## 2. Parent/Carer's Details

Title (Please circle) Mr Mrs Miss Ms Initial  Surname

Relationship to Child  Email address

Home Tel No.  Mobile Tel No.

## 3. Your Child's Educational History

Is your child currently attending a school? Yes  No

Please give details of your child's current school or the school last attended, including a school in another country.

School name and address	Date Started	Date Left
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 4. Children from overseas

Please complete this section if your child has recently entered the UK or just returned from an extended holiday.

Child's date of entry to the UK?

Child's country of origin?

Does your child speak English? Yes  No

What is your child's first language?

How long will your child live in the UK?

## 5. Additional Information

To help us process your application, please let us have the following information:

Please give the reasons why you are applying for a school place (tick appropriate boxes).

(a) Your child is at risk of permanent exclusion

If yes, give details:

(b) You have recently moved to the area

If yes, please state where you lived previously in the UK or overseas

(c) Your child has been educated at home

(d) There has been a change in care arrangements

If yes, give details:

(e) Your child has a history of poor attendance at school

If yes, give details:

(f) Your child has Special Educational Needs but not a Statement of SEN

If yes, give details:

(g) The child of UK Service Personnel/Crown Servant

If yes, give details:

If there is any further information that you feel may assist us in placing your child, including details of any support your child may have received in their current/previous school, for example, educational, behavioural or emotional support, please give details:

## 6. Primary School Preferences

Please write the names of up to 6 primary schools you wish to apply for. You must list the schools in the order you prefer them. You may wish to give reasons for your preference for these schools, for example, religious, philosophical or any other reasons for your request.

School name and postcode (and DFE number if in another authority.)	First name, surname and date of birth of any sibling already attending the school	Reasons for Preferences
Preference 1		
Preference 2		
Preference 3		
Preference 4		
Preference 5		
Preference 6		

## 7. Children in Care

Is this child in the care of a local authority? Please Tick Yes  No

If yes you **must** provide a letter from a social worker confirming the legal status of the child and name of the local authority to whom the child is in care. Please also attach a copy of the child's IEP.

## 8. Children with Exceptional Medical Needs

If there is an exceptional medical need for your child to attend a particular school (s) please tick Yes  No

If yes, please indicate which school(s) you would like your child to be considered for under this criterion and you **must** attach information to support the application from a relevant professional.

## 9. Declaration and Signature of Parent/Carer

I certify that I am the person with parental responsibility for the child named above and that the information given is true to the best of my knowledge and belief. I understand that false or deliberately misleading information given on this form or in supporting information may render this application invalid.

Parent/Carer's signature \_\_\_\_\_ Date \_\_\_\_\_

Data Collection Notice. Data Protection Act 1998. The information you have provided to Enfield Council in accordance with the Data Protection Act 1998 will be used to assist with your child's admission to school. The Council has a legal obligation to protect public funds. We may therefore share the information you have provided with other departments of the authority and with other similar bodies for the detection and prevention of fraud.

## Guidance Notes for parents who are applying for an in-year admission to a primary school in 2011/12

All sections must be completed.

### Parent/Carer's Details

Please ensure that accurate parent/carer details are recorded on the form for the primary school to approach if a place can be offered. Please note that when parents live separately the application must be based on one address only, that is where the child normally lives.

**The offer of a place may be withdrawn if it has been proven that false or misleading information has been provided, even if the child has started at the school.**

### Primary School Preferences

You may name up to six primary schools including schools outside Enfield.

**Sibling Connection** - It is important that you state if your child already has a brother or sister (including step or foster siblings) living in the same household attending the school nominated as this can sometimes give your child priority for admission.

**Medical** – Some schools give special consideration to children who have an exceptional medical need for a place at that school. Such applications will be considered under this criterion only if they are supported by an attached written statement from a relevant medical professional. This must demonstrate that there is a very specific connection between the child's medical need and the school requested.

**Supplementary Information Forms** - If you are applying for a place at an Enfield voluntary aided school, foundation school or academy, you may need to complete a supplementary information form. These are available from the schools concerned or from the borough website [www.enfield.gov.uk/admissions](http://www.enfield.gov.uk/admissions). Information about schools outside Enfield that require the completion of a supplementary form is available from the local authority in which the school is situated or directly from the school.

### Admissions Checklist:

Before returning this form, please ensure that you have:

- Enclosed documentation to confirm your address, ie copy of council tax or a recent utility bill, rental agreement, TV licence (copy only)
- Enclosed proof of date of birth (copy only)
- Enclosed supporting information where appropriate, for example, if you want your child considered on medical grounds.
- Where necessary completed a supplementary information form for the relevant schools and sent this directly to the school(s) concerned.

**If you are caring for a child under the age of 16 (or 18 if disabled) for 28 days or more, and you are not a close relative, this is called 'private fostering'. A close relative is defined as either a grandparent, sibling, aunt or uncle (whether blood relative or by marriage) or a step parent. If you are a private foster carer you must contact Enfield Children and Families Social Care on 020 8379 2507.**

Enfield Schools Admission Service  
PO Box 56, Civic Centre  
Silver Street  
Enfield, EN1 3XQ

Tel: 020 8379 5501  
Fax: 020 8379 3334  
Email: [Enfield.School.Admissions@enfield.gov.uk](mailto:Enfield.School.Admissions@enfield.gov.uk)

Monday	10am - 4.30pm
Tuesday	1pm - 4.30pm
Wednesday	10am - 4.30pm
Thursday	1pm - 4.30pm
Friday	10am - 4.30pm