

Secondary In-Year Admission Common Application Form

How to use this form

This form is an interactive PDF.

To complete it please take the following steps:

- 1** Download the PDF form to your computer and save locally
- 2** Complete the form using Adobe Acrobat, do not complete it in your internet browser. You can download the latest Adobe Acrobat Reader free of charge from the **Adobe website** [↗](#)
- 3** Submit the completed form to this email address:
school.admissions@rbkc.gov.uk [↗](#)

Please note: By saving the PDF form to your computer you can save it periodically meaning you don't need to complete the whole form in one session.

Additional information

Guidance notes

Please read the guidance notes on **pages 8-10** prior to completing the form.

Your privacy

For details about how we process the information requested in this application, please refer to our Privacy Notice on **pages 11-12**.

Contact details

The Admissions and Access to Education Team are based at Kensington Town Hall, Hornton Street, London W8 7NX.

☎ 020 7745 6432/6433

✉ schooladmissions@westminster.gov.uk

✉ school.admissions@rbkc.gov.uk

DATE RECEIVED

OFFICE USE ONLY
YEAR GROUP
PUPIL ID
PWSP
LETTER CODE – ACK

Secondary In-Year Admission Common Application Form

1. Details of Child

<p>First name</p> <p>Surname</p> <p>Child's date of birth (dd/mm/yyyy)</p> <p>Gender (select one) <input type="checkbox"/> Boy <input type="checkbox"/> Girl</p>	<p>Child's home address</p> <p>Postcode</p> <p>Name of local authority</p> <p>Council tax number</p>
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2. Details of Parent or Carer

<p>Title</p> <p>First name</p> <p>Surname</p> <p>Relationship to child (e.g. mother, father, etc)</p> <p>Home telephone</p> <p>Work telephone</p> <p>Mobile</p> <p>Email address (please PRINT)</p>	<p>Address (if different from above)</p> <p>Postcode</p> <div style="background-color: #003366; color: white; padding: 2px;">Other contact (optional)</div> <p>Full name</p> <p>Relationship to child</p> <p>Mobile</p> <p>Email address (please PRINT)</p>
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3. Children in Public Care

Is your child Looked After by a local authority?

Yes No

Was your child previously looked after but was then adopted or became subject to a child arrangement order or special guardianship order, or has your child been in state care outside of England and ceased to be in state care as a result of being adopted?

Yes No

4. Background information

Does your child have an Education, Health and Care Plan?

Yes No

If **YES**, do not complete this form please contact the special educational needs team on 020 7361 3311.

Has your child been permanently excluded from a previous school?

Yes No

If **YES**, please provide details in the additional information box in section 9 (page 7), including name of school, dates of exclusion and reason for exclusion.

5. Educational History

Is your child presently attending school?

Yes No

If YES:

Please provide details of your child's current school

School name

School address

Postcode

Start date (dd/mm/yyyy)

If **NO**, please complete column 2

If NO:

Please confirm the details of last school attended and state reason your child is out of school (include details of overseas school if applicable)

School name

School address

Postcode

Start date (dd/mm/yyyy)

Leaving date (dd/mm/yyyy)

Reason for leaving

6. School Preferences

You can name up to 6 school preferences from the schools participating in the locally co-ordinated admissions scheme listed in the guidance notes, see page 10. The schools on the list marked with an asterisk * will also require an additional supplementary information form to be returned directly to the school.

1st preference school

Name of school

Local authority

Name of any sibling (brother or sister) attending the school

Sibling's date of birth (dd/mm/yyyy)

Sibling's gender (select one)

Boy

Girl

Reason for application

2nd preference school

Name of school

Local authority

Name of any sibling (brother or sister) attending the school

Sibling's date of birth (dd/mm/yyyy)

Sibling's gender (select one)

Boy

Girl

Reason for application

School Preferences continued

3rd preference school

Name of school

Local authority

Name of any sibling (brother or sister) attending the school

Sibling's date of birth (dd/mm/yyyy)

Sibling's gender (select one)

Boy

Girl

Reason for application

4th preference school

Name of school

Local authority

Name of any sibling (brother or sister) attending the school

Sibling's date of birth (dd/mm/yyyy)

Sibling's gender (select one)

Boy

Girl

Reason for application

School Preferences continued

5th preference school

Name of school

Local authority

Name of any sibling (brother or sister) attending the school

Sibling's date of birth (dd/mm/yyyy)

Sibling's gender (select one)

Boy

Girl

Reason for application

6th preference school

Name of school

Local authority

Name of any sibling (brother or sister) attending the school

Sibling's date of birth (dd/mm/yyyy)

Sibling's gender (select one)

Boy

Girl

Reason for application

7. Child who has taken up residence in the UK in last 6 months (optional)

Child's date of entry to the UK (dd/mm/yyyy)

Child's country of origin

Anticipated length of stay

Will your child require English language support?

Yes

No

Additional Information

Is a refugee/asylum seeker

Is homeless

Is a traveller

Is a carer

Is known to the police or is returning from the criminal justice system

Has had attendance problems

Has a disability or medical condition

Is seeking a place in year 11 (see note below)

Note: Please note that it is very disruptive to a child's education to transfer to another school during Year 11 and where possible you are advised to avoid such a move. For all year 11 applications you are asked to provide a report from their present or previous school indicating your child's level of achievement and attainment. This information is required to determine the most appropriate educational provision at this stage of their statutory schooling.

9. Additional Information – including any medical or social needs

Please use this space to state reason/s for applying for a school place in year. If your child has special needs or requirements that the school would need to be aware of please detail below and attach additional evidence if appropriate.

10. Declaration

I wish to apply for a place at the schools named and in the preference order listed on this application.

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 any false or deliberately misleading information given on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn. I understand that other council services may be consulted in this connection.

Parent's/Carer's signature

Date (dd/mm/yyyy)

Submit application

Please send your form by email to: school.admissions@rbkc.gov.uk



Guidance notes

For completing the Secondary In-Year Admission Common Application Form

1. Details of Child

Proof of address – The address listed on the form must be the address where your child normally lives. The address of a grandparent, other relative or any person looking after your child during the day must not be used. If you are resident in one of the two boroughs we will seek to check your residence against council tax records.

If you are resident in another borough, or if you are not registered for Council Tax you will need to provide proof of your address with your child's application. Evidence that will be acceptable includes a mortgage/tenancy agreement, recent utility bill in your name (within last 3 months), Child Benefit (if eligible) or Inland Revenue documents.

2. Details of Parent or Carer

This section should be completed by the main parent or carer, who has parental responsibility for the child. Optional second contact details can be supplied for cases where the main contact may have difficulty in communicating with the Admissions Team and permission is given to act on their behalf. If there is a dispute as to the main carer due to a separation or Family Court proceedings, the Admissions Team will make a decision based on evidence submitted.

3. Children in Public Care

Children in Public Care (Looked After Children) and children who have been adopted or made subject to a residence order or special guardianship order immediately following having been looked after receive priority for admissions to school. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

The child's social worker must submit a letter to the School Admissions Team confirming the legal status of the child and the local authority to which the child is/was in care, quoting the child's full name, date of birth and current address. If your child was adopted from outside the UK, having been in state care please provide evidence available to you – with translations for our consideration.

4. Background Information

A child who has an Educational, Health and Care Plan must contact the Special Educational Needs Team or equivalent team in their home authority for guidance on procedures relating to moving schools.

5. Educational History

Please ensure that this section is fully completed failure to do so may delay the processing of your application. The Admissions Team reserves the right to contact the previous or current school for further information.

6. School Preferences

Please remember you are applying for schools at a time when places have already been allocated, so you will need to be aware that schools that you may prefer, or are closest to your home, may not be able to offer a place. Admissions Officers will be able to offer you guidance on schools that may have vacancies or short waiting lists within the two boroughs and beyond.

If you feel there are exceptional reasons for your child to be considered as a priority on a waiting list for a particular school, you must indicate this in the area provided or in the Additional Information box on part 9 of the form. All requests for priority consideration must be supported by a professional, such as a doctor or a social worker. Please be aware that not all schools have this criterion in their admissions policy.

If your child has a sibling (brother or sister) who is currently on roll at your preferred school you must include their details where requested. The definition of sibling is indicated in the admission criteria for each school. Relatives such as cousins, uncles and aunts are not considered as siblings, even if they are at the same address.

Those schools that are participating in the locally agreed co-ordinated in year admissions scheme are listed in Table 1 on the next page. You can name any of these schools on this Common Application Form. Those schools that also require a supplementary form (SIF) are marked with an asterisk*. The SIF is available directly from the school.

7. Child who has entered or re-entered the UK in the last 6 months

Please provide details of the date your child entered the UK if within the last 6 months. The Admissions Team reserves the right to ask for additional evidence confirming the basis upon which a child has been admitted to the UK and their present residency status.

8. Fair Access Protocol

We would like to ensure that any child resident in Kensington and Chelsea or Westminster without a school is secured a suitable place as soon as possible. A referral for a school placement in accordance with Fair Access arrangements is made by the Admissions Team. A parent/carer cannot request a Fair Access referral or placement.

Referrals are only made for children without a school place. In most cases, a referral is made

when it has not been possible to secure a school place that is considered a reasonable distance from the home address within 6 weeks of registering an application. It may also be as a result of a school refusing admission based on previous school history, such as an exclusion or behavioural problems.

9. Additional Information

Please provide information you feel is relevant to the reasons for your application including expanding on any exceptional reasons why your child should be considered as a priority for your preferred school.

10. Declaration

The application will not be valid unless it has been completed by the parent/carer with parental responsibility.

Privacy notice

For Admissions and Access to Education

Purpose for processing your information

The School Admission service is the coordinator body for the application process for schools and academies and the initial contact point for school admissions related enquiries.

We collect the following information:

Information we request from you is for the purpose of processing your school application. These are: full name of your child, date of birth, home address, parent/carers full name, address if different from your child, your contact details including phone numbers and email address, Council Tax number, current or previous education provision, professional supporting documents if relevant to your application, background education history if applying for as an in-year admission, country of origin if a new arrival to the country and length of stay in the UK.

This information is only used for the intended purpose but if we intend to use it for any other purpose; we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud, or if there is a risk of serious harm or threat to life.

How we collect your information

The initial application for a school place can either be submitted online or a hard copy paper. Additional information will be requested either by letter, email, telephone or face-to-face.

Who the information is shared with

The Admissions Team may also use your information for other legitimate purposes and may share (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. Reasons for sharing information with the internal and external bodies will be; to enable the processing of school applications to fulfil the Council's safeguarding duty and comply with the Prevent Strategy, to provide Central Government bodies with mandatory data returns; the Home Office to notify of potential illegal immigration and the Police may request information at any time as part of a criminal investigation.

Internal bodies are; the SEND team, the Virtual School, the Data Team, the Early Help Service, the MASH Team and Safeguarding service, the Early Years' Service, Governance and Legal Services.

External bodies are; schools/academies (previous, current and applied for); other Councils/boroughs and the Police. Central Government bodies comprising of the Department for Education, the Local Government Ombudsmen and the Office of the School Adjudicator; the Home Office and the Department of Work and Pension.

For the purpose of validating proof of address, the School Admissions Team will refer to data held by any of the services mentioned above, internal Council Tax records, the Housing Team and Fraud Team.

How long do we keep your information?

The Admissions Team will keep your application record for 3 years. After this time, it will be deleted.

Your rights and access to your information

You have the right to request a copy of the information that we hold about you.

The new General Data Protection Regulation also gives you additional rights about the information we hold about you and how we use it, including the right to:

- Withdraw consent and the right to object and restrict further processing of your data; however, this may affect service delivery to you.
- Request to have your data deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.
- Request your data to be rectified if it is inaccurate or incomplete.
- Have your data transferred or copied should you move to another authority.
- Not be subject to automated decision-making including profiling.

To submit a Subject Access Request email:

school.admissions@rbkc.gov.uk  or
schooladmissions@westminster.gov.uk 

If you have any concerns

Please contact us if you would like to know more about the information we hold about you and how we use it. The School Admissions Team can be contacted on tel: 020 7745 6432 or 6433 between 9am to 2pm Monday to Friday.

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please email:

school.admissions@rbkc.gov.uk  or
schooladmissions@westminster.gov.uk 

Your concerns will be investigated via the respective Council's complaints procedure.

If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office (ICO). You can report a concern by visiting the ICO website:

www.ico.org.uk/concerns/handling/ 

Changes in your circumstances

You must notify us immediately if there are any changes in your circumstances and personal details so we can maintain an accurate and up to date record of your information.