

Primary In-Year Admission Common Application 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: **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.

Primary In-Year Admission Common Application Form

OFFICE USE ONLY

YEAR GROUP

PUPIL ID

PWSP

LETTER CODE – ACK

Please read the guidance notes prior to completing the form.

1. Details of Child

First name

Surname

Please ☒ tick:

Child's date of birth

Boy ☐ Girl ☐

Day

Month

Year

Child's home address

Name of local authority

Council Tax number

Postcode

2. Details of Parent or Carer

Title

First name

Surname

Home telephone

Relationship to child (e.g. mother, father, etc)

Work telephone

Mobile

Email address (please PRINT)

Address (if different from above)

Postcode

Other contact: (optional)

Name

Relationship to child

Mobile

Email address (please PRINT)

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?

Yes ☐ No ☐

4. Background Information

Does your child have a statement of Special Educational Needs or 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 part 9 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

Day	Month	Year
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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

Day	Month	Year
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Leaving date

Day	Month	Year
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Reason for leaving

6. School Preferences

Please name up to 6 school preferences from the schools participating in the locally co-ordinated admissions scheme listed on pages 2-3 of the guidance notes. 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:

Brother or sister attending the school

Name:

Date of birth:

Please ☒ tick:

Day Month Year

Boy ☐ Girl ☐

Reason for application:

4th preference school

Name of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Please ☒ tick:

Day Month Year

Boy ☐ Girl ☐

Reason for application:

2nd preference school

Name of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Please ☒ tick:

Day Month Year

Boy ☐ Girl ☐

Reason for application:

5th preference school

Name of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Please ☒ tick:

Day Month Year

Boy ☐ Girl ☐

Reason for application:

3rd preference school

Name of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Please ☒ tick:

Day Month Year

Boy ☐ Girl ☐

Reason for application:

6th preference school

Name of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Please ☒ tick:

Day Month Year

Boy ☐ Girl ☐

Reason for application:

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

Child's date of entry to the UK

Day	Month	Year
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Anticipated length of stay

Child's country of origin

Will your child require English language support?

Yes ☐ No ☐

8. Additional Information

Please tick if your child:

- | | |
|--|---|
| <input type="checkbox"/> Is new to the area with a high level of need including special education needs, disabilities, or medical conditions and without an EHC plan | <input type="checkbox"/> Returning from a Pupil Referral Unit or Alternative Provision who needs to be integrated into mainstream education |
| <input type="checkbox"/> Has had significant attendance problems | <input type="checkbox"/> Other hard to place pupils (as determined by the School Admissions Team) |

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 each of the schools named in part 6, and I have listed these schools in my order of preference.
- 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

For online applications,
please print name

Date:

Day

Month

Year

10. Submit application

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

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 9.00am-2.00pm 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.

Guidance notes

For completing the Primary In-Year Admission Common Application Form



City of Westminster

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 both both parties.

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.

4. Background Information

A child who has a statement of Special Educational Needs or 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 8 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 on pages 2-3 of the guidance notes. 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 the most vulnerable children resident in Kensington and Chelsea or Westminster who may be without school provision secure a suitable place as soon as possible and that schools with vacancies are not required to admit a disproportionate number of children who may require additional support.

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.