

In-Year Admission to a School (Primary)

For office use only

Date received ___ / ___ / _____

Date input on EMS ___ / ___ / _____

Section 1. Reason for application

Please tick one box to indicate why you are making this application.

- I am moving to another part of Croydon.
- I am not moving, but would like my child to go to a new school.
- I am moving to Croydon from elsewhere in the UK (please attach one of the following items as proof of address: council tax bill, utility bill, or copy of tenancy agreement).
- I am bringing my child to Croydon from abroad. Please complete this form and bring it with one of the following supporting documents : child's birth certificate, passport or child benefit letter, together with your child, to Access Croydon, Bernard Weatherill House, 8 Mint Walk, Croydon, CR0 1EA.

Section 2. Child's details - Please state information exactly as it appears on your child's birth certificate

First name Surname

Date of birth / / Gender Male Female

Child's address

Addresses are checked and any place gained using a false address may be withdrawn

Does your child have a Statement of Special Education Needs? Yes No

(If Yes, please do not complete this application form and contact Croydon Special Needs Team on Tel. 020 8726 6400)

Is your Child in Care (Looked after Children) Yes No

(If Yes, please provide a letter from your Social Worker confirming the child is in Care)

Please state the name of the Local Authority

Are you applying for any other children? Yes No

Total number of other applications :

Please provide details below and complete a separate application form for each child and send all applications together.

Child's name	Date of birth

Section 3. Parent/Carer's details

First name Last name

Title Relationship to Child

Daytime number Mobile number

Email address

Do you live at the same address as the child as given above? Yes No

If No, please attach details of your address and state below the reasons why your child does not live with you

Do you have parental responsibility for the child named above? Yes No

If **No**, please explain below:

Section 4. Child's current school or the last school he or she attended (please go straight to section 6, if your child has arrived from abroad)

Current School/ Last attended address and telephone number

Is your child still attending this school? Yes No

If no please indicate date last attended

Please give to the Head teacher of your child's current school, or the last school attended, to sign in the space below.

Head teacher's name

Head teacher's signature

Name of School	Location of School	Leaving date	Reason for Leaving

Have you discussed your reason for wanting to move your child to a different school with the Headteacher or Head of Year? Please tick: Yes No

Please attach a copy of your child's recent school report, if available.

Section 5. Why I would like my child to go to a new school

Why do you want your child to move to a new school? Please give as much information as you can to support your request (please attach an additional sheet if required).

Have you withdrawn your child from school? Yes No

If yes please tick the box most relevant to you. If other please specify below:

At risk of being excluded Elective home education House move Withdrawal by parent

Other please specify in the box below, please give as much information as you can.

Is your child out of school because he/she has been permanently excluded (please tick): Yes No

If yes which school? **Date of exclusion** __/__/__

Local authority in which school is based:.....

Reason(s) for exclusion:.....

Section 6. Application for child newly arrived from Overseas

Date of arrival: __/__/__	Country arrived from:
Previous School	Child's first language
Subjects taught	Other languages spoken by the child:
Has your child ever attended schools in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Name of school	Location of school	Leaving date	Reason for Leaving

Section 7. School preferences

Please list the schools in the order you most prefer them. You can list schools in Croydon only.

If you list a voluntary aided school, foundation school or Academy, you must ensure that you have completed the school's supplementary information form where required and return it to the school direct.

School 1		Reasons for preference
Full Name of School		
Name and date of birth of sibling attending the school		
School 2		Reasons for preference
Full Name of School		
Name and date of birth of sibling attending the school		
School 3		Reasons for preference
Full Name of School		
Name and date of birth of sibling attending the school		
School 4		Reasons for preference
Full Name of School		
Name and date of birth of sibling attending the school		
School 5		Reasons for preference
Full Name of School		
Name and date of birth of sibling attending the school		
School 6		Reasons for preference
Full Name of School		
Name and date of birth of brother or sister attending the school		

Section 8. Additional Information

Additional Information - Has your child had any contact with any of the services or agencies below? Please tick.

Behaviour Support Service	Contact name: Tel:	Paediatrician	Contact name: Tel:
Child and Adolescent Mental Health Service (CAMHS)	Contact name: Tel:	Speech and Language	Contact name: Tel:
Counselling	Contact name: Tel:	Social and Communication	Contact name: Tel:
Drugs Action Team	Contact name: Tel:	Social Care	Contact name: Tel:
Education psychology	Contact name: Tel:	Youth Early Support Panel	Contact name: Tel:
Education welfare service	Contact name: Tel:	Youth Offending service (YOS)	Contact name: Tel:
Learning support	Contact name: Tel:	Other	Contact name: Tel:

Section 9. Fraudulent claim

Croydon Council takes very seriously any attempt to gain an advantage in the admissions process by giving false information, and will investigate fraudulent claims. If we offer a place at a school and then discover that the offer was made on fraudulent or misleading information i.e. a false claim to living at an address, we may withdraw the place offered.

Where a place has been offered on false information and submitted, the offer can be withdrawn even after your child has started at the school. This could cause considerable distress, particularly for the child involved.

Section 10. Declaration

I wish to make an application to the schools listed in Section 7, which I have ranked in order of my preference. I certify that I am the person with parental responsibility for the child named in Section 2 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 papers, or any relevant information withheld, may render this application invalid and could lead to withdrawal of an offer of a primary school place for my child.

Parent/Carer 1: Signed..... Date __/__/__

PRINT NAME.....

Fair Processing

Croydon Council will handle the information you have provided in line with the provisions of the Data protection Act. Any personal information will be held in confidence with only the necessary people able to see or use it. Under the Data Protection Act, you have the right to make a formal request in writing for access to personal data held about you or your child.

Croydon Council has a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area. Therefore, Croydon council may also use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people. Croydon Council also has a duty to protect the public funds it administers, and to this end, it may use the information you have provided on this form for the prevention and detection of fraud.

This form must be returned to:

**The Schools Admissions Team, Department for Children, Families & Learning, Croydon Council,
Bernard Weatherill House, 4th Floor (Zone G), 8 Mint Walk, Croydon, CR0 1EA.**

