

Secondary 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 this email address: **school.admissions@lbhf.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.

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 8753 1021.

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
-----	-------	------

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
-----	-------	------

Leaving date

Day	Month	Year
-----	-------	------

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 on page 2 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:

Day	Month	Year
-----	-------	------

Please tick:

Boy Girl

Reason for application:

4th preference school

Name of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Day	Month	Year
-----	-------	------

Please tick:

Boy Girl

Reason for application:

2nd preference school

Name of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Day	Month	Year
-----	-------	------

Please tick:

Boy Girl

Reason for application:

5th preference school

Name of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Day	Month	Year
-----	-------	------

Please tick:

Boy Girl

Reason for application:

3rd preference school

Name of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Day	Month	Year
-----	-------	------

Please tick:

Boy Girl

Reason for application:

6th preference school

Name of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Day	Month	Year
-----	-------	------

Please tick:

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
-----	-------	------

Anticipated length of stay

Child's country of origin

Will your child require English language support?

Yes No

8. Fair Access Admissions

If it is not possible to secure a school place within 6 weeks of registering an in-year application your case may be referred for a placement in accordance with Fair Access arrangements. Further information can be found on page 1 of the guidance notes. If it is necessary to make a referral, the Fair Access Panel will need as much information as possible to make an informed decision. **Please tick if your child:**

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Is a refugee/
asylum seeker | <input type="checkbox"/> Is a carer | <input type="checkbox"/> Has had attendance
problems | <input type="checkbox"/> Is seeking a place
in year 11* |
| <input type="checkbox"/> Is homeless | <input type="checkbox"/> Is known to the police
or is returning from the
criminal justice system | <input type="checkbox"/> Has a disability or
medical condition | |
| <input type="checkbox"/> Is a traveller | | | |

*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 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 click on the **SUBMIT** button to send your form by email to: school.admissions@lbhf.gov.uk

Privacy notice

For Admissions and Access to Education

Purpose for processing your information

The school admissions team 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 Special Educational Needs and Disability (SEND) Service, the Virtual School, the Data Team, the Family Support Service, the Multi-Agency Support Hub (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@lbhf.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 8753 1085 between 9.00am-1.00pm, 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@lbhf.gov.uk**. Your concerns will be investigated through the 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 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 a resident of Hammersmith & Fulham 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 to assist the admissions team or school in contacting the parent/carer if a place becomes available.

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. The school admissions team will be able to offer you guidance on schools that may have vacancies or short waiting lists.

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 overleaf. 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 Hammersmith & Fulham 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.

Co-ordinating Schools

Application to be made on the Common Application Form

School name and address	Telephone	Website
Ark Burlington Danes Academy, Wood Lane, W12 0HL	020 8735 4950	www.burlingtondanes.org
Fulham College Boys' School, Kingwood Road, SW6 6SN	020 7381 3606	www.fulhamcollegeboys.net
Fulham Cross Girls' School, Munster Road, SW6 6BP	020 7381 0861	www.fulhamcross.squarespace.com
Hammersmith Academy, 25 Cathnor Road, W12 9JD	020 8222 6000	www.hammersmithacademy.org
The Hurlingham Academy, Peterborough Road, SW6 3ED	020 7731 2581	www.thehurlinghamacademy.org.uk
Phoenix Academy, The Curve, W12 0RQ	020 8749 1141	www.phoenixacademy.org.uk
*Sacred Heart High School, 212 Hammersmith Road, W6 7DG	020 8748 7600	www.sacredhearhigh.org.uk

The following schools have not chosen to participate in the locally agreed co-ordinated in year admission scheme and will accept applications directly. It will **NOT** be possible for the authority to process an application for one of these schools and if you name one of these schools the details of your application will not be forwarded to the school.

Non-co-ordinating schools

Application to be made to schools directly and not on Authority form

School name and address	Telephone	Website	Link to in-year application form
The Fulham Boys School, Mund Street, W14 9LY	020 7381 7100	www.fulhamboysschool.org	No link to form available, please email the school at: info@fulhamboysschool.org
Lady Margaret School, Parsons Green, SW6 4UN	020 7736 7138	www.ladymargaret.lbhf.sch.uk	http://www.ladymargaret.lbhf.sch.uk/webfm_send/262
London Oratory School, Segrave Road, SW6 1RX	020 7385 0102	www.london-oratory.org	No link to form available, please email the school at: admin@los.ac
West London Free School, Palingswick House, 241 King Street, W6 9LP	020 8600 0670	www.wlfs.org	http://www.wlfs.org/In-year-admissions

Contact details

The Hammersmith & Fulham admissions team is based at
145 King Street, London W6 9XY

T 020 8753 1085 (9.00am to 1.00pm, Monday to Friday)

E school.admissions@lbhf.gov.uk