

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.

DATE RECEIVED

Secondary In-Year Admission Common Application Form

Please read the **guidance notes** [↗](#)
prior to completing the form.

OFFICE USE ONLY

YEAR GROUP

PUPIL ID

PWSP

LETTER CODE – ACK

1. Details of Child

First name

Surname

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

Gender (select one)

Boy

Girl

Child's home address

Postcode

Name of local authority

Council tax number

2. Details of Parent or Carer

Title

First name

Surname

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

Home telephone

Work telephone

Mobile

Email address (please PRINT)

Address (if different from above)

Postcode

Other contact (optional)

Full 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 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 (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 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

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 entered or re-entered the UK within the last 6 months

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

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 indicate if your child (select all that apply):

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 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

Date (dd/mm/yyyy)

Submit application

Please click 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.