

This form is for Richmond upon Thames residents who wish to obtain a place in a state-maintained school or academy either within the borough or elsewhere, outside of the normal time for applying for Reception or Year 7 places. This form should be used to apply for a place in Years 1 to 6 and Years 8 to 11 inclusive, as well as for Reception and Year 7 after those year groups have already started.

If your child lives outside the borough, you should contact the School Admissions Team of the borough or county council in whose area your child lives.

If you are applying for a place at a church or selective school, you will also probably need to complete a supplementary form. Please check with each such school concerned. You will not need to do this for a place at a community school or at an academy, unless they partially select children on the basis of aptitude.

in-year school admission

Application form for in-year school admission

1. Child's details

Please read carefully the notes on the front of this form before completing it. Completed forms must be returned to: Admissions Section, Education, Children's and Cultural Services, London Borough of Richmond upon Thames, Civic Centre, 44 York Street, Twickenham, TW1 3BZ. Supplementary forms, where needed, must be returned direct to the schools concerned.

This must be the address where the child normally lives. If you live in the Richmond Borough, we will check Council records to see if you are registered at the address that you state as your child's address. If we are unable to confirm that you live at that address we will contact you to ask for documentary evidence. If this address is different from the parental address, please give details and reasons for this. If parents share custody, this must be stated and both addresses shown. Please continue on a separate sheet if necessary. If you live outside the Richmond Borough, please do not complete this form – you must obtain an application form from the borough or county council in whose area you live.

*You must provide a copy of your child's birth certificate (short version) once you have received the offer of a school place.

Is your child in public care of (looked after by) a local authority?
If **yes**, please attach a copy of a letter from a social worker to confirm that that is the case.

Yes No (Please tick box as appropriate)

Does your child have a statement of special educational needs?
If **yes**, you will need to contact the Council's Special Educational Needs Section, on 020 8891 7533, as children with statements of special educational needs are admitted to schools through a separate process.

Yes No (Please tick box as appropriate)

Has your child been permanently excluded from any schools?

Yes No (Please tick box as appropriate)

If you answered yes to the last question, please provide details:

.....

.....

.....

If your child is still attending a school, please give the reason(s) why you would like a new school for them:

.....

.....

.....

Please note that if your child has had an attendance rate which is below 90% without good reason or any significant behavioural issues at their current or previous school that resulted in exclusion, admission to any schools within Richmond upon Thames will be determined by the Council's Behaviour and Attendance Partnership. This is so that appropriate support can be provided for your child. Please contact the Schools Admissions Team on 020 8891 7514 if your child falls into this category.

2. Parent's or carer's details

Parent or carer 1

Surname

First name(s)

Title

Relationship to child

Address (if different from the child's address)

.....

.....

Postcode

Home telephone

Daytime telephone (if different)

Email address

Parent or carer 2

Surname

First name(s)

Title

Relationship to child

3. Details of your child's current or previous school

Name of school:

Name of local authority in which the school is situated:

School's address

.....

.....

Postcode

Dates of your child's attendance at this school:

From

to

Name of headteacher:

Telephone number of school:

Please note that if you would like a place at a school within Richmond upon Thames, we may contact the headteacher of your child's current or previous school to confirm the information you give on this form.

4. School preferences (with reasons)

Please write down up to THREE schools and/or academies that you want to apply to, in your preferred order. If any of the schools you list are church schools, within the borough, or are schools of any type or academies outside the borough, your application details will be forwarded to the schools concerned, or to the local authorities in which those school(s) are situated. You should also complete those schools' supplementary forms, if applicable.

Please use the last column below if you wish to give your reasons for your preference of school. If you feel that there are any exceptional medical, social or other reasons why your child should attend a particular school, please write these reasons against the particular school(s) that those reasons apply to. **However, you should note that these will only be considered if supporting documents from a doctor, social worker or other appropriate professional are attached to your form.** You should be aware that such circumstances may not be considered for all schools and you should therefore check with the Admissions Section or, for church schools within the borough or schools or academies outside the borough, the schools concerned. **(You do not have to use all three preferences.)**

Name and address of school	Sibling's name*	Sibling's date of birth	Reasons, if any, for preferences (see note above). Applications for priority under 'exceptional reasons' will only be considered if supporting evidence from a doctor, social worker or other appropriate professional is attached to your form.
Preference 1 DfE number			
Preference 2 DfE number			
Preference 3 DfE number			

*Please state sibling's details if you already have a child in your preferred school or its linked infant or junior school. (Please note that the sibling link does not apply from a primary school to a secondary school) who would still be in attendance when the child you are applying for would start. (Sibling normally means a brother or sister, but you should check the admissions criteria for each of the schools concerned for a full definition and to see if priority can be given on this basis.)

5. Signature of parent or carer

I wish to apply to the schools listed in section 4, which I have ranked in my order preference. I certify that I am the person with parental responsibility for child named in section 1 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 the withdrawal of an offer of a school place for my child.

Signature of parent or carer:

Date:

Checklist

Before returning this form, **please make sure** that you have:

- Read the notes on the cover of this form
- Read the Council's 'Admission to Primary School' or 'Admission to Secondary School' brochure, as appropriate and checked in that brochure and/or schools' prospectuses the admissions criteria for each school that you are applying for.
- Completed all relevant sections of the form.
- Enclosed any supporting evidence (a letter from a relevant professional to confirm that the child is in public care or in support of any reasons for your preferences).
- Completed, and returned to the school, a supplementary form required by and available from, any (church or selective) school for which you are applying - please check the admission arrangements for each such school.
- Paid the correct postage rate if you are posting this form.

This form, when fully completed, signed and dated, should be returned to:
Admissions Section, Education, Children's and Cultural Services,
London Borough of Richmond upon Thames,
Civic Centre, 44 York Street, Twickenham, TW1 3BZ

Personal Information Policy

The London Borough of Richmond upon Thames (the Council) respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the Council and other information about you available to the Council (your information). In accordance with the Data Protection Act 1998, the Council will use your information, for the purpose of processing your application for a school place, to (a) deal with your requests and administer its departmental functions; (b) meet its statutory obligations; and (c) prevent and detect fraud. The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other departments within the Council (including the elected members), other councils, central government departments, law enforcement agencies, statutory and judicial bodies, community service providers and contractors that process data on its behalf, and Richmond & Twickenham PCT's School Nursing Service. The Council may also use and disclose information, that does not identify individuals, for research and strategic development purposes.

Office use only

Address verified

Yes No