

# IN YEAR ADMISSION FORM



This form must be used to request admission to our school, during the academic year.

Please ensure that you have read The Good Shepherd Trust's [privacy notice for parents and pupils](#) before you complete this form. You should complete a separate form for each child you are applying for.

Please complete all the details in **BLOCK CAPITALS**, tick the relevant boxes and return this form directly to the school.

## 1. Childs Details

FORENAME:

SURNAME:

D.O.B:

GENDER:

CURRENT ADDRESS (inc POST CODE):

ATTACH EVIDENCE

IS YOUR CHILD NEW TO THE UK?

YES  NO

IF YES, PLEASE PROVIDE DATE ARRIVED AND ATTACH EVIDENCE:

CURRENT YEAR GROUP:

RECEPTION	<input type="checkbox"/>	YEAR 6	<input type="checkbox"/>
YEAR 1	<input type="checkbox"/>	YEAR 7	<input type="checkbox"/>
YEAR 2	<input type="checkbox"/>	YEAR 8	<input type="checkbox"/>
YEAR 3	<input type="checkbox"/>	YEAR 9	<input type="checkbox"/>
YEAR 4	<input type="checkbox"/>	YEAR 10	<input type="checkbox"/>
YEAR 5	<input type="checkbox"/>	YEAR 11	<input type="checkbox"/>

Does your child have an Educational Health & Care Plan (EHCP)? YES  NO

If your child has an EHCP you should not apply for them using this form. Please contact your named SEN officer or SEND area team in the local authority for more information on the application process.

Are you a Crown Servant? YES  NO

If you are UK service personnel or other Crown Servants living abroad with your family, please tick YES. You will need to provide an official MOD, FCO or GCHQ letter declaring your relocation date and address to the school.

Children in Local Authority Care or Previously in Local Authority Care who immediately after leaving that care, became subject of an adoption, child arrangements or special guardianship order, including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted.

DOES YOUR CHILD QUALIFY UNDER THE ABOVE STATEMENT? YES  NO

IF YES, WHICH AUTHORITY IS/ WAS THE CORPORATE PARENT?

IF YES, PLEASE PROVIDE US WITH THE NAMES AND CONTACT DETAILS OF ANY PROFESSIONALS ASSOCIATED WITH THIS CHILD:

## 2. PARENT/ GUARDIAN DETAILS

TITLE:

FORENAME:

SURNAME:

RELATIONSHIP TO CHILD:

TELEPHONE NUMBER 1:

TELEPHONE NUMBER 2:

EMAIL ADDRESS:

DO YOU HAVE [PARENTAL RESPONSIBILITY](#) FOR THE CHILD? YES  NO

DO YOU HAVE THE SAME ADDRESS AS THE CHILD? YES  NO  If no, please provide full address below:

# IN YEAR ADMISSION FORM



## 3. REASON FOR APPLICATION

Reason (tick appropriate box)	<input type="checkbox"/>	Moving to the area from outside of the UK	(Country: _____) * see below
	<input type="checkbox"/>	Moving to the area from another Local Authority	(Local Authority: _____)
	<input type="checkbox"/>	Moving within the Local Authority Area	<input type="checkbox"/> Not Moving
	<input type="checkbox"/>	Leaving Private Education	<input type="checkbox"/> Leaving Elective Home Education
	<input type="checkbox"/>	Other – please state:	

N/B: Please complete a separate Supplementary Information Form as relevant to the oversubscription criteria and your circumstances.

\*If you have moved from outside the UK, is your child a British Citizen?  Yes  No If yes, please attach evidence of passport and any visas.

## 4. CURRENT & PREVIOUS SCHOOL DETAILS

CURRENT SCHOOL:	LOCATION:
REASON FOR LEAVING:	DATE LAST ATTENDED OR STILL ATTENDING:
PREVIOUS SCHOOL:	LOCATION:
REASON FOR LEAVING:	

## 5. PARENT/ GUARDIAN DECLARATION

When completing the Admissions application for your child, please read the following carefully and confirm your agreement by signing the form. I understand that:

- All information given in this application is, to the best of my knowledge, true and correct. If, at a later date, any of the information is found to be incorrect, I may forfeit any place allocated to my child. I understand that the information collected will be only used to help arrange admission to schools in line with the school admission criteria.
- I give permission to the Trust to process all the information given in accordance with the Admission Criteria and processes. The information given will not be used for any purpose other than the provision of education. The Local Authority (LA) and Trust may share any information that I provide, with colleagues in the Education Service, schools, and the Department for Education. The LA will be notified of every application and outcome within two working days.
- The Trust undertake that they have in place a level of security appropriate to the nature of this information and further undertake that they will:-
  - Not hold information about you or your child that is excessive in relation to the purpose for which it is processed and not keep data processed for any purpose or purposes longer than necessary.
  - Keep all information about you or your child accurate and up to date (to help us to do this, please keep us informed of any changes to your details)
  - Process your information in accordance with your rights under the Data Protection Act.

Please contact the school if after 10 school days you have not been informed whether a place can be offered. If the school cannot offer a place, a letter will be sent informing you of the reasons for refusal and the right of appeal. If you have any further questions, please contact [admin2@stmarys-godalming.surrey.sch.uk](mailto:admin2@stmarys-godalming.surrey.sch.uk). Please return this form directly to the school you are applying for.

SIGNED

PRINT NAME

DATE

# IN YEAR ADMISSION FORM



## 6. OUTCOME – FOR SCHOOL USE ONLY

Please complete all applicable boxes below and inform the LA of the outcome of the application within two working days.

DATE FORM RECEIVED	SCHOOL NAME	LA	DFE NO.
--------------------	-------------	----	---------

CHILD FORENAME	CHILD SURNAME	D.O.B
----------------	---------------	-------

**PLACE OFFERED**

DATE OFFERED

DATE OFFERED

DATE OFFERED

REASON FOR REFUSAL

WITHDRAWN DATE

REASON FOR WITHDRAWAL

**PLACE NOT OFFERED**

WAS A PLACE AVAILABLE? YES  NO

WAS THE CHILD ELIGIBLE? YES  NO

HAVE THEY JOINED THE WAITING LIST? YES  NO

Where no offer has been made, has the parent/guardian been sent a letter explaining why they have not been offered a place and have they been advised of their right of appeal? YES  NO

NOTES

Please ensure you answer all questions before returning to Admission Team.