Application for a Camden school place made during the school year

- If your child has a statement of special educational needs **you do not need to complete this form**. Please contact the SEN team of the local authority that maintains the statement. **This form should be completed by Camden residents only**.

IMPORTANT: Before sending this form, check that you have:

❑ **Filled out Sections 1 to 6**
❑ **Signed the form - Section 7**
❑ **Enclosed the following documents:**

1. Proof of address
Your most **recent** Council Tax bill or Housing Benefit letter or tenancy agreement, or a mortgage or rental statement.

2. Proof that you are currently resident at this address
A utility bill such as gas or electricity. This must be dated within the last 3 months.

3. Proof of your child's date of birth
For example, their NHS medical card.

❑ *Tick if you have attached any additional documents or pages that support your application.*

Do you need help completing this form?

- Ask the school to which you are applying
- Telephone the Admissions Helpline on 020 7974 1625. The admissions team can advise you about which schools in Camden have vacancies.

Section 1 Information about your child

First name(s):.....

Last name:.....

Home address:.....

.....Post code:.....Borough of residence:……..

Date of birth: ..... Gender: Male / Female (delete as appropriate)
Date from which school place is required.....

Name of current or previous school (or write 'none'):.....

School address:.....

Town/Country of school: .....

Name of Year Head/Class Teacher: .....

Telephone:..... Is your child still attending? Yes / No

If no, date of last attendance: .....

Have you recently moved? Yes / No *If yes, give your previous address:*

.....

Are you are planning to move in the near future? Yes / No

If yes, give your new address and the date you will be moving:

New address:.....

..... Date of move: .....

Section 2 Information about you parent or carer details

Mr / Mrs / Miss / Ms / other..... First name.....

Last name.....

Relationship to child: .....

Home telephone: .....

Work telephone: .....

Mobile: .....

Email: .....

Is your address is different from the child's address? .....Yes / No
If yes, explain why on a separate page.

Do you have parental responsibility for the child? .....Yes / No
We can only accept applications from a person who is legally responsible for the child.

Is your child fostered through a private arrangement?* .....Yes / No
** You have a duty to inform the local authority if the child is fostered through a private arrangement with the child's birth family. Private fostering refers to carers who are NOT step-parents, grandparents, siblings, aunts or uncles and who do NOT have parental responsibility.*

Are you a Crown Servant applying for a school place as a result of a posting? .....Yes / No

Section 3 Which school are you applying for?

Camden primary and secondary schools are listed in the notes with this form and on Camden's website: **www.camden.gov.uk/schools**
Other boroughs will have information on their websites.

Name of school.....

Postcode .....

Is there a sibling attending this school? Yes/No

First name ..... Last name.....

Male/Female Date of birth .....

Please give a reason for this preference:

.....

.....

❑ I wish to be considered under the social/medical criteria, this is applicable for Camden community schools. Please check the admissions criteria of other schools.

You should submit supporting evidence which sets out the particular reasons why the school is the most suitable, and the difficulties that could be caused if they were to attend another school. This will normally be in the form of a letter from a suitably qualified professional, such as a doctor or social worker for example. Please note hospital appointment letters cannot be accepted as proof. If you or your child has mobility issues then you will be expected to accept a place at your nearest community school.

Section 4 Why are you applying?

❑ **My child does not currently have a place in any school**
Please explain why and how long your child has been out of school on a separate page

❑ **A change of address / move** Please make sure you fill out the details in **Section 1**

❑ **So my child can join their brother/sister (siblings)** Please give details in **Section 3**
If you are applying for more than one child, please tell us.

❑ **My child was removed from school roll** Please give the reasons on a separate page

❑ **Child has been placed in local authority care or was previously looked after** Please fill out **Section 5**

❑ **Issues in current school** Please fill out **Section 6** about transfers between schools

❑ **Other reason** Please make a note of the details on a separate page

Other circumstances *this information may help us to find your child a suitable school place more quickly and help the school to set in place the appropriate support for your child.*

Does your child have a social or medical reason to attend a specific school?.....Yes / No
Please refer to the guidance about the evidence you need and tick the boxes in **Section 3**

Does your child have special education needs (but not a statement)? .....Yes / No

Is your child a young carer? .....Yes / No

Has your child been permanently excluded or at risk of permanent exclusion? .....Yes / No

Does your child have a history of attendance problems?.....Yes / No

Please state his/her first language:.....

If you answered yes to any question, *please make sure you provide details and any relevant documents.*

Section 5 Looked After Children/Previously Looked After

Are you:

1. A foster carer looking after a child who is in care? Yes/No
2. A parent whose adopted child was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order*? Yes / No

If you answered yes to either 1 or 2, please also provide a letter from the social worker confirming the legal status of the child and the local authority with which the child is in care or was in care. Please note point 2 only applies if the child was previously looked after in England or Wales.

Section 6 Transfer requests between schools

If you are requesting a transfer to another local school it is important for you to discuss this with the headteacher or head of year of your child's present school **first**. Please give your reason for requesting the transfer and ask the headteacher or head of year to sign below.

.....

.....

Signature of Headteacher/Head of Year: .....

Section 7 Signature

- ❑ I certify that the information I have given on this application form is correct.
- ❑ I authorise the school or Camden Council to check the details with any relevant body.
- ❑ I understand that any false or deliberately misleading information on this form and/or supporting information may make this application invalid and could lead to the offer of a place being withdrawn.

Signature: .....

Date: .....

Print name:.....

Avoid delays!
Check you have signed the form and enclosed your documents.

Send the form and supporting documents to the headteacher of the school that you are applying to.

Your request will be processed within 20 school days and the school will send you a written confirmation of the outcome.

Fair Processing

London Borough of Camden 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. Camden 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.

Camden may 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.

The council has a legal obligation to protect public funds. We may therefore check, share and validate information you have provided with other departments of the authority and use third party credit reference agencies (CRA) to verify this information and to prevent fraud. CRA data will only be used to verify and confirm your residency at the address you have provided. Please note that places offered on the basis of fraudulent or intentionally misleading information will be withdrawn. Your statutory right of appeal will not be affected.

form last revised Dec 2012

If no school place is offered please make a referral to the Child Missing Education Officer on 0207 974 4596