

# Primary School Application Form

## September 2017

### TO BE COMPLETED BY RUTLAND RESIDENTS ONLY

Your application for a place at primary school must be completed and submitted by 15 January 2017. You may apply on-line at [www.rutland.gov.uk/admissions](http://www.rutland.gov.uk/admissions) or you may complete this

### 1. CHILD'S DETAILS

All 'Legal' names should be the same as stated on the child's birth certificate or deed poll documentation

Child's Legal Surname \_\_\_\_\_

Child's Legal Forename \_\_\_\_\_

Child's Middle Name(s) \_\_\_\_\_

Preferred Names (if different to Legal Name) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender (M/F) \_\_\_\_\_

Child's current pre-school/nursery (if applicable) \_\_\_\_\_

Address: The address given should be the address of the parent/carer with whom the child spends the majority of time as a child of a family during term-time

House/Flat Name \_\_\_\_\_

Number \_\_\_\_\_ Street \_\_\_\_\_

Village/Town \_\_\_\_\_

County \_\_\_\_\_ Postcode \_\_\_\_\_

If you are moving house, please tell us the new address and the expected date of arrival at the new address. Please note that proof of the new address may be required. Please refer to your preferred school's admissions policy for more details.

House/Flat Name \_\_\_\_\_

Number \_\_\_\_\_ Street \_\_\_\_\_

Village/Town \_\_\_\_\_

County \_\_\_\_\_ Postcode \_\_\_\_\_

Date of arrival: \_\_\_\_\_

Is the child "looked after" or has the child previously been "looked after" by a Local Authority? (Sometimes referred to as "being in care") ☐ YES ☐ NO

If YES, which Local Authority? \_\_\_\_\_

Does the child or a family member have a special educational, medical or domestic need? ☐ YES ☐ NO

**If so, please give details below and, if necessary, continue on a separate sheet. You must also attach supporting evidence from a recognised professional. If such evidence is not attached, your application will not be considered as a special educational, medical or domestic need.**

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Does the child have a Statement or Education, Health and Care plan? ☐ YES ☐ NO

## 2. PARENT/CARER DETAILS

Parent/Carer Surname \_\_\_\_\_ (Mr/Mrs/Miss/Ms)

Parent/Carer Forename(s) \_\_\_\_\_

Relationship to child \_\_\_\_\_

Do you have parental responsibility for this child? (See note below) ☐ YES ☐ NO

Parental responsibility is defined as:

- The natural mother of the child
- The natural father if married to the mother at the time of the birth or subsequently, if named on the birth certificate after 1 December 2003 or if he has a parental responsibility agreement with the mother or has a parental responsibility order from the court.
- A person awarded a residence order, Special Guardianship Order or an Adoption Order.

If you have any queries regarding parental responsibility, please contact the Admissions Service on 01572 722577.

**(If you answered NO to the 'parental responsibility' question, please contact the Local Authority on 01572 722577 to provide further details).**

Home Tel Number (inc area code) \_\_\_\_\_

Work Tel Number \_\_\_\_\_

Mobile Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

If the parent/carers address is the same as the child's address detailed in Section 1, you need only tick this box. ☐

If the address is different, please complete the address details below:

House/Flat Name \_\_\_\_\_

Number \_\_\_\_\_ Street \_\_\_\_\_

Village/Town \_\_\_\_\_

County \_\_\_\_\_ Postcode \_\_\_\_\_

### 3. SCHOOL PREFERENCES

- According to the Local Authority's co-ordinated admissions scheme, you can apply for up to three preferences of primary school. This includes a preference for a place in any Rutland school or any school within another Local Authority area. This does not include private or independent schools.
- Please make sure that you rank your preferences in order of priority. All preferences listed will be processed but only one offer of a place will be made. If more than one of your school preferences can be allocated, the school offered will be the one listed highest within your ranked preferences.
- If you wish your child to be considered for a place at your catchment school you must list the school as one of your preferences. If you do not list your catchment school as a preference, there may not be a place available there if places cannot be offered at your preferred school. In this instance, your child will be offered a place at the nearest school to their home address with a place available.

#### 1ST PREFERENCE SCHOOL

Full name of school \_\_\_\_\_

Please select your reason(s) for choosing this school by ticking the relevant box:

Catchment area (if applicable) <input type="checkbox"/>	Other <input type="checkbox"/> (please comment and continue on a separate sheet if necessary)
Sibling currently attends the school <input type="checkbox"/>	
Sibling attended this school in last 5 years <input type="checkbox"/>	
Special need <input type="checkbox"/>	
Parent/carer is a member of staff at the school <input type="checkbox"/>	

#### 2ND PREFERENCE SCHOOL

Full name of school \_\_\_\_\_

Please select your reason(s) for choosing this school by ticking the relevant box:

Catchment area (if applicable) <input type="checkbox"/>	Other <input type="checkbox"/> (please comment and continue on a separate sheet if necessary)
Sibling currently attends the school <input type="checkbox"/>	
Sibling attended this school in last 5 years <input type="checkbox"/>	
Special need <input type="checkbox"/>	
Parent/carer is a member of staff at the school <input type="checkbox"/>	

#### 3RD PREFERENCE SCHOOL

Full name of school \_\_\_\_\_

Please select your reason(s) for choosing this school by ticking the relevant box:

Catchment area (if applicable) <input type="checkbox"/>	Other <input type="checkbox"/> (please comment and continue on a separate sheet if necessary)
Sibling currently attends the school <input type="checkbox"/>	
Sibling attended this school in last 5 years <input type="checkbox"/>	
Special need <input type="checkbox"/>	
Parent/carer is a member of staff at the school <input type="checkbox"/>	

If you are submitting a preference for a place in a voluntary aided school that uses faith as a criterion as part of its oversubscription criteria, and you want to be considered within the faith criterion, you will need to complete a supplementary information form. Please refer to the 'Starting Primary School' brochure for more details. Please tick this box if you are submitting a supplementary information form alongside this primary school application form: ☐

#### 4. SIBLING DETAILS

If your child has a sibling already attending one of your preferred schools or has a sibling that attended one of your preferred schools within the last 5 years, please give details below.

(A definition of 'sibling' is contained within each school's admission arrangements. For Rutland schools, see section 5 of the Starting Primary School brochure).

Sibling's Legal Full Name \_\_\_\_\_

Sibling's Preferred Name (if different to Legal Name) \_\_\_\_\_

Sibling's Date of Birth \_\_\_\_\_

Name of school that sibling attends/attended \_\_\_\_\_

Date sibling left the school (if applicable): \_\_\_\_\_

#### 5. PARENTAL DECLARATION

- I understand that if I am applying for a place in a voluntary aided school that uses faith as a criterion as part of its oversubscription criteria, and I want to be considered within the faith criterion, I will need to complete a supplementary information form (see Starting Primary School brochure for further details).
- I understand that when I receive an offer of a place I will need to respond to the offer within the timescale given or the offer may be withdrawn.
- I understand that once my child has been allocated a place I will have to complete a second form to provide further details about my child to the school offered and may also need to provide a copy of my child's birth certificate.
- I understand that my child should be attending the allocated school by the end of term 1 (mid-October) unless I choose to defer entry (see Starting Primary School brochure for further details).
- The information on this form is correct and I understand that the offer of a place may be withdrawn by the local authority if this application is found to be based on fraudulent or misleading information.

Parent/Carer name: \_\_\_\_\_

Parent/Carer signature: \_\_\_\_\_ Date \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED BY 15 JANUARY 2017**

LATE APPLICATIONS WILL ONLY BE CONSIDERED AS 'ON TIME' IF THERE ARE EXCEPTIONAL CIRCUMSTANCES. DOCUMENTATION MUST BE PROVIDED IN SUPPORT OF THIS.

Please return completed forms to: **PRIMARY SCHOOL ADMISSIONS, PEOPLE DIRECTORATE, RUTLAND COUNTY COUNCIL, CATMOSE, OAKHAM, RUTLAND LE15 6HP**

Or by fax to: **01572 758307**

**To safeguard your child's personal data we advise that you do not return your completed application form by email.**

#### **Data protection statement:**

The information you have provided will be used in accordance with the Data Protection Act 1998 and other relevant legislation. Sometimes we may need to ask other agencies or organisations for relevant information about you to fulfil our legal responsibilities or to provide services. We may pass your information to other agencies or organisations as allowed or required by law, for example:

- to enable them to carry out their statutory duties
- where it is necessary to prevent harm to yourself or other individuals
- to help with the prevention of fraud

Rutland County Council may check internal records to verify information provided by customers

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you, please contact: [www.rutland.gov.uk](http://www.rutland.gov.uk)



**Rutland**  
County Council