

Church House Oxford • Langford Locks • Kidlington • Oxford • OX5 1GF

IN-YEAR APPLICATION FORM FOR ADMISSION <ODST> SCHOOL

Please read the school’s admission policy and fill out and return the supplementary information form (if appropriate) together with this in-year application form. Please complete in **CAPITAL LETTERS** and return to the Admissions Secretary/Governor at <ODST> School as detailed below.

<School Address>

Section 1: Child’s details				
Legal Surname ¹		First Name ¹		
If your child is known by a different surname, please state it here		Middle Names		
Normal Home Address (this is the address at which your child normally lives, see School Admission Policy for details)			Male or Female	
			Date of Birth (dd/mm/yy)	
			Day	Month
			Year	
	Postcode			
Name and address of current (or most recent) school/nursery	If no longer attending, please give last date of attendance			
Telephone number of school/nursery				

If you are moving to the area, you can apply in advance of your move. You **MUST** provide proof of your move as follows:

- Evidence that you have sold, or are in the process of selling, your previous property, or that a previous lease agreement has expired.
- Confirmation that your house purchase is legally binding (in other words, you have already exchanged contracts and have a confirmed date for completion) or
- A formal lease agreement of at least six months.

Section 2: Your details	
The first part of this section should be completed with the details of all the parents/carers living at the address shown in Section 1 who have parental responsibility for the child. You may also give us details of any other adults(s) who has/have parental responsibility for the child.	
Name(s) of parents/carers living at home address above	
Relationship(s) to child	

¹ As entered on the child’s birth certificate, adoption certificate or change of name deed-poll

Email address:	Name:	Email:
Home/Day time telephone number		
Alternative telephone number(s)		
If another adult has parental responsibility but does not live at the same address as the child, please provide their details	Name:	Address:
	Telephone Number:	Relationship to the child
Is your child currently, or has s/he previously been a Looked After Child (formally adopted or a child in care of a Local Authority)?	Yes/No If the child is supported by a Social Worker please give details.	
	Social Worker name:	
	Contact details:	
	Local Authority:	
Are you or your partner a serving member of the Armed Forces or a Crown Servant?	Yes/No If yes please provide details	
Does your child have any brother or sisters attending to the school? (See definition of siblings in the school's admission policy)	Yes/No If yes, please give details of siblings' name(s) date(s) of birth and year group(s)	
Does your child have any brother or sisters applying to the school?	Yes/No If yes, please give details of siblings' name(s) date(s) of birth and year group(s)	
Where applicable, are you applying under any faith-based criteria? (Supplementary Information may be required – see admission policy)	Yes/No	
	<input type="checkbox"/> Supplementary information attached	
Section 3: Reason for request for admission		
Are you applying because you are moving into the area?	Yes/No If yes, please ensure you have provided evidence of your move as requested above	
Is your child transferring from another local school?	Yes/No If yes, please give the details	
Section 4: Education		
Which year group is your child currently in?		

Does your child hold a statement of special Educational Need (SEN) or Education Health & Care Plan?	Yes/undergoing assessment/No Please give details as appropriate
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Section 5: Further Information

Is there anything else you think we need to know to process this application?	
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Section 6: Parental Declaration (Please tick to confirm)

- I certify that I have parental responsibility for the child named in Section 1, and that this application has the agreement of all parents/carers listed in section 2
- I confirm that the information I have provided is to the best of my knowledge correct and up to date. I understand if I give any false or deliberately misleading information on this form and/or supporting papers or without any relevant information, this may lead to the withdrawal of an offer of a school place for my child
- I hereby authorise the school to contact my child's previous school/nursery if required
- I have read and understood the school's Admission Policy

Signature of Parent/Carer:

Date:

Information supplied will be used for registration purposes under the Data Protection Act 1998

Once completed you should return this form, with any supplementary paperwork to:
The Admissions Secretary, <CONTACT DETAILS>

If you have any questions, please contact <NAME> on <TELEPHONE NO.>: