



In-Year Admission to School Application Form

TO BE COMPLETED BY RUTLAND RESIDENTS ONLY

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) _____

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/City _____

County _____ Postcode _____

Full name of current school _____

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

If YES, which Local Authority? _____

Does the child 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.**

Does the child have a Statement of Special Educational Need? YES NO

Please study the list below and tick one box only to indicate the ethnic background of the child requiring a place at school.

White:	British <input type="checkbox"/>	Irish <input type="checkbox"/>	Traveller of Irish Heritage <input type="checkbox"/>	Gypsy/ Roma <input type="checkbox"/>	Other white background <input type="checkbox"/>
---------------	-------------------------------------	-----------------------------------	--	--	---

Mixed:	White & Black Caribbean <input type="checkbox"/>	White & Black African <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Other mixed background <input type="checkbox"/>
---------------	--	--	--	---

Asian or Asian British	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Other Asian background <input type="checkbox"/>
-----------------------------------	------------------------------------	---------------------------------------	---	--

Black or Black British:	Caribbean <input type="checkbox"/>	African <input type="checkbox"/>	Other Black background <input type="checkbox"/>
------------------------------------	---------------------------------------	-------------------------------------	--

Other: Any other ethnic background
 I do not wish an ethnic background to be recorded

2. PARENT/CARER DETAILS

Parent/Carer Surname _____ (Mr/Mrs/Miss/Ms)

Parent/Carer Forename(s) _____

Relationship to child _____

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

The Education Act 1996 and Children Act 1989 define current law on parental responsibility as the biological mother of the child, the father must have acquired legal responsibility for his child through either jointly registering the birth of the child with the mother, by a parental responsibility agreement with the mother or by an order made through the courts. Adoptive parents must have an adoption order over the child.

(If you answered NO to the 'legal 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/carer 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/City _____

County _____ Postcode _____

3. SCHOOL PREFERENCES

•According to the Local Authority's co-ordinated admissions scheme, you can apply for up to three preferences of 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.

1ST PREFERENCE SCHOOL

Full name of school _____

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

Catchment area <input type="checkbox"/>	Other <input type="checkbox"/> (please comment and continue on a separate sheet if necessary)
Feeder school <input type="checkbox"/>	
Sibling at preferred school <input type="checkbox"/>	
Special need <input type="checkbox"/>	
Religion/Faith <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 <input type="checkbox"/>	Other <input type="checkbox"/> (please comment and continue on a separate sheet if necessary)
Feeder school <input type="checkbox"/>	
Sibling at preferred school <input type="checkbox"/>	
Special need <input type="checkbox"/>	
Religion/Faith <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 <input type="checkbox"/>	Other <input type="checkbox"/> (please comment and continue on a separate sheet if necessary)
Feeder school <input type="checkbox"/>	
Sibling at preferred school <input type="checkbox"/>	
Special need <input type="checkbox"/>	
Religion/Faith <input type="checkbox"/>	

EXPECTED START DATE AT PREFERRED SCHOOL(S) _____

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. You should contact the school direct for further information.

Please tick this box if you are submitting a supplementary information form alongside this in-year application form:

4. OLDER SIBLING AT THE SCHOOL

If your child has a sibling already attending one of your preferred schools, please give details below.

(A definition of 'sibling' is contained within each Rutland school's admission arrangements, copies of which are available on the admissions website at www.rutland.gov.uk or by contacting the School Admissions Service on 01572 722577.

Sibling's Legal Full Name _____

Sibling's Preferred Name (if different to Legal Name) _____

Sibling's Date of Birth _____

Sibling's Current School _____

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.
- 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.
- 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 _____

Please return completed forms by post to:

SCHOOL ADMISSIONS
PEOPLE DIRECTORATE
RUTLAND COUNTY COUNCIL
CATMOSE
OAKHAM
RUTLAND
LE15 6HP

Or by fax to: 01572 720970

Please do not return your completed application form by email.

Data Protection Act 1998

The information you supply will be held in a computer database that will be used by Rutland Local Authority only. The information will be used for the sole purpose of fulfilling the Local Authority's statutory and operational needs in the area of school admissions and other appropriate Council Services. The data may also be used for the prevention of fraud.