

PLEASE COMPLETE THIS FORM IN BLOCK CAPITAL LETTERS USING BLACK INK

1. Child's Details.

Surname of Child Also known as

First Name(s).....

Date of Birth Gender Male / Female (Delete as appropriate)

Does your child hold EEA (European Economic Area) Citizenship? Y / N

If you have indicated 'No', please attach a copy of the date stamped UK entry page in your child's passport.

Please tick if child has a Statement of Special Educational Needs or a Statutory Assessment is in progress

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Child's Current Home Address

.....

.....Postcode.....

2. Date place required from..... (See Notes).

3. Siblings. Please give details of any half, full or adoptive brother or sister, or child of the same household already in attendance at Hanham Woods Academy.

Name Date of Birth.....

Year Group

Name Date of Birth.....

Year Group

4. Name of Present/Previous School/Academy (in the UK or other country).

1)

2)

3)

Please tick box on left if child has been permanently excluded from any of the schools listed.

Please tick if child has two or more permanent exclusions in total

5. Applicant's Details

Name of Person Making Application Title.....

Relationship of Applicant to Child

Applicant's Address (if different from the child's current address)

..... Postcode

Telephone Numbers

Home Mobile

Work E-Mail:

The child lives with me

I have parental responsibility for the child

*The child is in public care

*The child was previously looked after

Please tick box as relevant (See Notes). (* Documentation should be provided with the form).

6. Other Parent(s)/Carer(s)

If any other person has parental responsibility (See Notes) and requires a separate copy of future correspondence, please give their name and address:

.....
.....
.....

7. Moving House (if appropriate).

If the child/family is moving house, please give address moving to

.....Postcode.....

Anticipated date of house move

If you are moving house please provide –

- Documented proof of your new address
 - If renting – a copy of your tenancy agreement
 - If buying a property – (for example) a copy of your solicitor's letter showing completion.
- **If employed by the Armed Forces**, a letter from the service person's Commanding Officer, confirming the posting is requested; wherever possible, a letter from the Housing Authority confirming a new address should be enclosed with this application. Where this is relevant to the application for a place, parents / carers are advised to contact the Admissions and Transport Team for advice on providing sufficient confirmation of a move.

8. Please tell us the reason/reasons you are requesting a place at Hanham Woods Academy.

Please continue on a separate sheet, if necessary and attach to this form.

9. I certify that the above information is true and accurate.

Parent/Carer's Signature Date

Parent/Carer's Name

Please make sure you have completed Sections 1 – 8 before you submit this form.

Please note that if a place is offered as a result of false information given in support of the application, the place may be withdrawn.

Data Protection: This application will be held securely by Hanham Woods Academy as both manual records and electronic files. The information may be shared within the Council, other Schools/Academies, other Admission Authorities and Local Authorities for the purpose of School Admissions and Transport.

NOTES

Parent/Parental Responsibility

Both a child's parents will have parental responsibility for the child if they are married and are the child's natural parents. If the parents of a child are not married to each other, the mother automatically has parental responsibility. The father will have parental responsibility, if he has been named on the birth certificate. This applies to all fathers named on the birth certificate after 1st December 2003. If the father does not have automatic parental responsibility he can subsequently acquire it by the following means:

- A parental responsibility agreement;
- An order of the court granting him parental responsibility or a residence order.

Other persons can acquire parental responsibility for a child in the following ways:

- being granted a residence order or Special Guardian Order;
- being appointed a guardian;
- adopting a child.

A local authority can acquire parental responsibility for a child under a care order or an emergency protection order.

Children in Public Care / Previously Looked After Children.

A 'looked after child' is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority under Section 22(1) of the Children Act 1989 at the time of making the application.

A 'previously looked after child' is a child who was looked after, but ceased to be so because they were adopted; or became subject to a residence order under the terms of the Children Act 1989 (Section 8); or special guardianship order (Section 14A) of the Children Act 1989. This applies where the child was adopted (or became subject to residence or special guardianship order) immediately following having been looked after.

Children in public care (subject to care orders or accommodated by a local authority) and previously looked after will be given priority for any places available at a school.

Offers of School Places.

If you apply for a place in a year group at a school where there are vacancies, you will normally be offered a place.

Years that are full/oversubscribed.

It may not be possible to offer your child a place if there are more applications than available places. Any decision on which child should be offered a place will be based on the relevant oversubscription criteria.

Waiting Lists.

If we do not have a place in the required year group we will ask if you wish to be placed on our waiting list. Please note that our waiting list will be maintained for this academic year then it will be discarded. You may then reapply should you still require a place at this Academy.

Once a place becomes available, this will be offered in accordance with the oversubscription criteria outlined in our Admissions Policy, and not the length of time an applicant's name has been on our waiting list. For further information on our oversubscription criteria, please see our Admissions Policy, which can be found on the Academy Website at www.hanhamwoods.academy.

For any advice relating to this application please contact us using the details provided above.