



Water Hall Primary School

IN-YEAR ADMISSIONS INFORMATION and APPLICATION FORM

IMPORTANT INFORMATION

Please read the guidance on In Year Admissions which is available as part of the Water Hall Primary School Admission Policy on the school website www.waterhallprimary.co.uk

This form should be used for all primary aged pupils who are applying for a place at Water Hall Primary School, either during or at the start of the school year **but are not due to start school for the first time.**

Before you apply

Please read the important information below before completing the application form.

- School places cannot be reserved therefore we process and allocate places, where possible, close to the date the school place is required. Once a school place has been offered the child should start attending by the date agreed with the school otherwise the place may be withdrawn.
- If you are moving into or within Milton Keynes, documentary evidence in the form of a solicitor's letter to confirm exchange of contracts or a copy of your signed lease agreement is required to support your application. You can apply before moving into Milton Keynes but your application will be treated as living outside of a school's catchment area until proof is received.
- You must provide your Council Tax reference number on the application form to confirm your residence. If you do not pay Council Tax on the property please provide a copy of a utility bill showing your name at the address given.
- We may request additional proof of your child's residence at your home address.
- If you have moved to Milton Keynes from overseas you must provide a copy of your child's passport and visa or EEA residence card.
- Your application will not be processed until your children is/are resident within the country.
- We reserve the right to seek further documentary evidence if appropriate.
- If we are unable to offer a place you will be advised to contact Milton Keynes Council who will also be informed by ourselves.

School Section

If the child is currently attending a Milton Keynes school you should ask that the 'School section' of the form is completed by your child's current school. Failure to do so will result in a delay in processing your application.

Useful Information

You can access other information regarding admissions and print this form and notes as a document from our website: www.waterhallprimary.co.uk

The information requested in this document may be stored on a computer and, if so, it will be subject to the General Data Protection Regulations (GDPR). The Act requires that all information will be strictly confidential and may only be accessed by those with a legal right to see it. You have the right to examine, at any reasonable time, information about you or your child that we keep on computer. You have the right to correct any information that you feel is wrong or misleading.



IN-YEAR APPLICATION FOR A SCHOOL PLACE at WATER HALL PRIMARY SCHOOL

Date Received by office	Office member

PLEASE ALLOW 15 SCHOOL WORKING DAYS TO PROCESS

For applicants who are seeking admission to a primary school after the normal point of admission

Please read the guidance notes before completing the form. Once complete return to the address on page 5

PLEASE WRITE CLEARLY IN BLACK INK

1. Child's details

Child's legal surname		First name(s)	
Child's date of birth		Year Group	
			Male / Female
Child's normal home address			
	Postcode		
Is your child in the care of the local authority?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Local Authority: _____
	If the answer above is 'YES' please tell us which local authority supports the child and give a social worker contact name and telephone number		
Name of current (or most recent) school/nursery	If now left this school/nursery, please give last date of attendance ____/____/____		
Address of school			Telephone

2. Your details

Name(s) of parents/carers living at home address above	Title: Mr / Mrs / Miss / Ms
Relationship to child	
Email address	

Home/daytime telephone number		Alternative telephone number (e.g. mobile)	
Do you pay your Council Tax to Milton Keynes Council? (If no please give the name of the Local Authority)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Local Authority
Council tax account number	If you do not pay Council Tax on this property please enclose a utility bill with your application for this address		
If another adult has parental responsibility but does not live at the same address as the child, please include details			
Language spoken at home			

3. Application to Water Hall Primary School

Please explain your reasons for choosing to apply for a place at Water Hall Primary School.			
Does your child have any brothers or sisters attending Water Hall Primary School?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Name	Date of birth	School

4. Reason for request for admission or transfer

Date admission required	
If no places available, please add my child to your waiting list	

<p>If you are moving house, please provide an estimated move date:</p> <p>Move date ____/____/____</p>	<p>Please give new address and provide evidence of your move in the form of a tenancy agreement or letter from a solicitor confirming exchange of contracts.</p>
<p>Transferring school within Milton Keynes</p> <p>You must ensure that Section 8 is completed and signed by the headteacher of your child's current school.</p>	<p>Please tell us your reasons for requesting a school transfer:</p>

5. Educational factors we should be aware of

Does your child have an Education Health Care Plan?	Yes		No	
Is your child currently undergoing assessment for an Education Health Care Plan?	Yes		No	
If you have answered yes to either question above, which local authority is involved?				
Does your child speak English?	Yes		No	
Have you withdrawn your child from a school?	Yes		No	
Has your child been permanently excluded from school?	Yes		No	
Is the child subject to a court order or known to any other agency, i.e. Children's Services	Yes		No	
Has your child been supported by any other agencies?	Yes		No	

If yes, please list the agencies involved	
---	--

Please add any information you would like us to know before we process your application

--

6. Parental declaration

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 wish to make application to Water Hall Primary School.

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

withhold any relevant information, this may lead to the withdrawal of an offer of a school place for my child.

I hereby authorise Water Hall Primary School to contact my child's previous school.

Signature of Parent/Carer

Date

7. School Section (To be completed by Headteacher/Principal of current School)

If you are applying for a place at Water Hall Primary School and have not moved address the headteacher (or Deputy) of your child's current school must complete this section before we can process your application. The form needs to be stamped with the school stamp.

Child's name

Has the parent discussed the transfer request with you and are there any reasons why you feel the change of school would be detrimental to the child in any way?

Does the child have any special needs?

School Support

Yes

Under Assessment

Yes

Education Health Care Plan

Yes

Does the child have any exclusions?

Yes

Are there any attendance related issues?

Please give % attendance and number of unauthorised absences in the last twelve months

%

Other information which may be relevant to the application

(Behavioural issues, if applicable, previous schools attended in the last two years, if known)

Name

Position

Signed

Date:

School Stamp

--

The information requested in this document may be stored on a computer and, if so, it will be subject to the General Data Protection Regulations (GDPR). The Act requires that all information will be strictly confidential and may only be accessed by those with a legal right to see it. You have the right to examine, at any reasonable time, information about you or your child that we keep on computer. You have the right to correct any information that you feel is wrong or misleading.

8. Ethnic Monitoring					
Please indicate your child's ethnic background. The information provided here is only used for monitoring purposes only.					
		Tick			Tick
White	English		Other Groups	Chinese	
	Scottish			Japanese	
	Welsh			Any Other Ethnic Group	
	Other White British		Black or Black British	Black Caribbean Background	
	Irish			Ghanaian	
	Traveller of Irish Heritage			Nigerian	
	Gypsy/Roma			Sierra Leonian	
	Italian			Somali	
	Eastern/Western* European			Other Black African	
	Any Other White Background Please Specify			Any Other Black Background	
Mixed or Dual Background	White and Black Caribbean		Asian or Asian British	Indian	
	White and Black African			Pakistani	
	White and Pakistani			Bangladeshi	
	White and Indian			Asian and any other ethnic group	
	Any Other Mixed Background Please specify		I do not wish for an ethnic category to be recorded		

**Once completed this form should be returned to
Water Hall Primary, Fern Grove, Bletchley MK2 3QF or emailed to
admissions@waterhallprimary.co.uk**

Office Use Only:				Date
Placement offered		YES	NO	
Offer accepted		YES	NO	
Offer declined		YES	NO	
Added to waiting list (see section 4)		YES	NO	
Waiting list criteria:				
1	2	3	4	5
Placement offered from waiting list			YES/NO	