

# Application for In-Year Admission to a School



Please complete this form if you live in Haringey and are applying for a school place in Haringey or any other local authority. If you have recently moved to Haringey please bring this form with your supporting documents and your child to the Wood Green Customer Service centre.

## Child's details – Please state information exactly as it appears on your child's birth certificate

First name	<input type="text"/>	Last name	<input type="text"/>
Date of birth	<input type="text" value="/ /"/>	Gender	Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Child's address	<input type="text"/>		
	Postcode: <input type="text"/>		
Current school	<input type="text"/>		
Does your child have a Statement of Special Education Needs?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Is your Child in Care (Looked after Child)	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
If yes, state the name of the Local Authority	<input type="text"/>		

Addresses are checked and any place gained using a false address may be withdrawn

## Parent/Carer

First name	<input type="text"/>	Last name	<input type="text"/>
Title	<input type="text"/>	Relationship to child	<input type="text"/>
I confirm that I live at the same address as the child as given above	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
<i>If No, attach details of your address and why your child does not live with you</i>			
Daytime telephone number	<input type="text"/>	Mobile telephone number	<input type="text"/>
Email address	<input type="text"/>		
I have parental responsibility for the child named above	Yes <input type="checkbox"/>	No	<input type="checkbox"/>

## I am moving house, or have recently moved

When are you moving?	<input type="text"/>	Please give the date on which you will be moving, or the date on which you moved to your new address.
What will your new address be?	<input type="text"/>	
	Postcode: <input type="text"/>	

## Child's current school, or the last school he or she attended

Date last attended?

Please give the date when your child last attended school.

School name

Please ask the Headteacher of your child's current school, or the last school attended, to sign in the space below.

School address

Please give the full address of the school, if it is not in Haringey

Headteacher's name

School telephone

Headteacher's signature

Has your child attended other schools in the UK? Please tick:

Yes

No

If yes, please give details below:

Name of School	Location of school	Leaving date	Reason for leaving

## Why I would like my child to go to a new school

Have you discussed your reason for wanting to move your child to a different school with the Headteacher or Head of Year at your child's current school?

Please tick: Yes  No

Why do you want your child to move to a new school? Please give as much information as you can to support your request.

## Schools

If your child has an exceptional social or medical need to attend a particular school, please name the school

If yes, you must provide supporting professional evidence clearly stating why this school is the only school that can meet your child's needs.

**Please list the schools in the order you most prefer them. You can list schools in Haringey or in any other borough.**

	DfE Code	Full name of school and borough	Name, date of birth and gender of brother or sister already attending the school
School 1			
School 2			
School 3			
School 4			
School 5			
School 6			

**If you list a voluntary aided school, foundation school or Academy, you must ensure that you have completed the school's supplementary information form (SIF) and returned it to the school direct. You can get the SIF from the school, or from [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions)**

## Fair Access Admissions

We would like to ensure that Haringey children without a school place are found a suitable school as quickly as possible. If there are no vacancies in any Haringey schools, we may ask schools to go over their published admission number (except at Key Stage 1 i.e. Reception and Years 1 and 2) if any of the categories listed below apply to your child.

To help us do this, please tick any box relevant to your child and provide written evidence, where applicable, with the completed application form.

- Is a refugee/asylum seeker
- Is homeless
- Is a traveller
- Is a carer
- Has been permanently excluded or has been at risk of permanent exclusion
- Is known to the police or is returning from the criminal justice system
- Has a history of serious attendance problems
- Has Special Educational Needs
- Has a disability or medical condition

I confirm that the information I have provided on this form is correct and that I may be asked for further information to verify that the details given are correct.

Please tell us which photocopied documents you are enclosing.

I enclose:

**a) proof of address (two documents required)**

- Current Council Tax statement  
(Council Tax number: \_\_\_\_\_)
- Current gas or electricity bill
- Home Office documents
- Current mortgage or rent details
- Current Child Benefit letter

**b) proof of my child's date of birth  
(one document required)**

- Birth Certificate
- NHS medical card
- Current Child Benefit letter
- Passport

**c)  a supporting letter from my child's social worker if my child is in care**

**d)  supporting professional evidence relating to exceptional social or medical reasons (if applicable)**

**e)  reasons to support my application (if applicable)**

(I understand this information cannot increase the priority of my application unless it relates directly to the admission arrangements e.g. social/medical).

Signature of parent/carer

Date

**If you deliberately provide false or misleading information you must expect that we will withdraw the offer of a school place.**

**Wood Green Customer Service Centre Telephone: 020 8489 1000**

Open from Monday to Friday from 8.45am to 5.00pm  
Address: Wood Green Customer Services Centre, Ground Floor, 48 Station Road,  
Wood Green, London, N22 7TY

Please return to Haringey Admissions Service, 48 Station Road, N22 7TY with proof of your address.  
Please contact the Haringey Admissions Service on 020 8489 1000 with any queries.  
Information supplied will be used for registered purposes under the Data Protection Act 1998.