

Application for casual admission/transfer to a Haringey community secondary school

Section 1. Please enter your child's details

Surname/ Family Name:	Child's Name:
Date of Birth:	Male: <input type="checkbox"/> Female: <input type="checkbox"/>

Section 2. To be completed by the child's parent(s), legal guardian(s) or carer (s)

Mr/Mrs/Ms Surname	Mr/Mrs/Ms Surname
Address*:	Date you moved to this address:
Postcode:	Telephone number: Home: Work:

** This must be the address where the child normally lives and with the adult who has parental responsibility. Parents should note that child-minders' addresses, including private arrangements with family members will not be taken into consideration.*

Relationship to Child:

Please complete if the child is in care:

Name of Social Worker:
Contact Tel No:
Name of Authority with responsibility:

Name of present/previous school:
Address:
If your child is not attending school, please give the date your child last attended:
Please give reason for application/transfer:

Section 3. Please enter the names of the school(s) you want to apply for:

First Preference:	
Second Preference:	
Third Preference:	
Fourth Preference:	

Please give details of any brother or sister (not cousins or other relations) attending any of the schools you have named who live at the same address as applicant:

Name:	Date of Birth:	School:

Section 4: Additional information about your child. Please answer all questions relevant to your child:

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

If yes, please provide copy of Statement

Does your child have an exceptional social, medical or educational need why they should attend any particular school? YES NO

If you have ticked 'yes' please state which school(s)

.....

Applications under this criteria will only be considered where parents supply supporting evidence in the form of a written statement from an appropriate professional, e.g. a doctor, social worker etc, and the documentation should be attached to this form.

Please note - if you are unsure whether your child has an exceptional need, you are strongly advised to apply under this criterion. Please tick yes and supply as much evidence as possible.

Has your child been permanently excluded? YES NO

If yes please give date _____

Do you wish your child to be allocated an alternative school place if there are no vacancies at your preferred school? YES NO

Declaration: I confirm that the information provided on this form is correct to the best of my knowledge. I understand that if false information is provided on this form, it may result in an offer of a place being withdrawn.

Signature of Parent/Carer:.....Date.....

Application for casual admission/transfer to a Haringey community secondary School

Guidelines for applying

This application should be completed if:

- A) you have a child who does not have a school place
- B) you are requesting a transfer from your child's present school

Haringey community secondary Schools

You can apply for a place at any of Haringey's community secondary schools. If a place is available in the appropriate year group at your preferred school, you will be offered a place. If there are no available places in the appropriate year group at your preferred school the Children's Service will allocate a place at the nearest school with vacancies.

Please do not complete this application form if you wish to apply for a voluntary aided (church) school. The governing body of each voluntary aided school is responsible for the school's admission arrangements. If you would like to apply for a place at a voluntary aided school you should contact the individual school directly for an application form. Information about all the maintained secondary schools in Haringey can be found in the secondary school booklet. You can collect one of these from local libraries, the reception area in any of the Haringey Customer Services Centres or you can ask to have a copy posted to you by telephoning the Haringey Admissions Service on 020 8489 3881 or 020 8489 3874.

Transfers between schools

Your child should stay in his/her present school while the transfer is being considered, because it is not always possible to offer an alternative place. If you are requesting a transfer from your child's present school for reasons other than a change of address you should discuss your request with your child's headteacher.

Parents should please note: There is a high demand for places in Haringey's Community Schools. This means there may be a delay before your child is offered a place in your preferred school.

Exceptional social/medical/educational need

If you think your child has an exceptional need to attend a particular school, tick 'yes'. Applications will ONLY be considered under this category where supporting documents are attached from a doctor, social worker or other appropriate independent professional.

Documentary Evidence needed

You will need to provide documents that will prove the following:

- A) your child's date of birth (birth certificate or passport)
- B) proof of residence (recent utility bill, or council tax statement) – the address where the child normally lives. Parents should note that childminding arrangements, including private arrangements with other family members will not be considered.
- C) proof that you have parental responsibility for the child (child benefit or Child's full birth certificate)

Special Educational Needs/Children in Care with a Local Authority:

We ask whether your child has Special Educational Needs and or whether the child is in care to the local authority for two reasons:

- A) These children are given priority in being allocated a place
- B) Arrangements can be made for an additional support the child may need.

Exclusions

This question is asked to assist in planning your child's next placement.

Children from Abroad

Admission is not strictly related to any fixed minimum length of stay. We will, consider the needs of the child and the circumstances prevailing in the schools.

Children will be required to attend a school as soon as a place is offered and the school provides an admission date. Failure to do so may mean that the place is withdrawn and offered to another child. Parents should note that places are not reserved until a child arrives in the area, and this should be considered when making an application

Appeals

Parent/Carers have the right to appeal against the Children's Service's decision to refuse a place at their preferred school. Details of how to appeal are available in the Haringey secondary school booklet.

What happens next

If there are no available places at your preferred school(s), your child's name will be added to the waiting lists(s)

When a vacancy occurs, the Haringey Admissions Service will write to you. You may be:

Allocated a place in one of your preferred schools

Allocated a place in an alternative school because there are no vacancies in your preferred schools.

Please return the completed application form to:

The Children's Service
Haringey School Admissions
48 Station Road
London, N22 7TY

All information will be treated confidentially and will only be disclosed in accordance with the Data Protection Act 1998.