



Knutsford Primary Academy



Knutsford Primary Academy Application Form

In Year Admissions

- Before you fill in this form, please read the guidance documents and information on our website at <http://www.knutsford.herts.sch.uk>
- Supplementary Information Forms (if applicable) and any additional supporting documentation should be returned direct to the school.
- Please complete this form using black ink and CAPITAL LETTERS.
- **You must include two recent (within the last 3 months) forms of address evidence.** One must be a council tax bill, utility bill, solicitor's letter showing completion date or a signed tenancy agreement. Please do not send originals.
- You must include a copy of your child's birth certificate or passport.
- If moving/returning to the UK, you must also provide evidence of your arrival. This can be flight itinerary, boarding passes or ferry/train tickets.

We cannot process an application without evidence of your address.

Section 1: Your child's details

Date place is required*:

*Places are offered on the basis that they will be taken up within 10 school days. Please do not apply more than 4 weeks in advance of the date you require a place unless you are a service family.

Your child's details:

First name	Middle name(s)	Family name/Surname
Date of birth	Current Year Group*	Female / Male

*The Academy will allocate a place into the usual year group based on your child's date of birth. The Academy will not accept your child to be educated in a different year group to that indicated by their date of birth. However, if you feel there are extenuating circumstances you may complete the Application for Admission Outside of Normal Age Group attaching any evidence from professionals to support the case. Each case will be considered on an individual basis and a decision will be taken by the admitting authority which is Aspire Academies Trust.

Your child's current address and postcode	Current address
We check addresses and we will withdraw our offer of a school place if you give a false address	Postcode

Your child's new address and postcode	If you are moving house, please provide the new address below:
Date of move*	Postcode

*Please ensure you enclose proof of your new address including the move date. This can be either a solicitor's letter confirming completion or a copy of the formal lease agreement. If you are moving to a rental property, please provide evidence that you have sold or are in the process of selling your previous property, or that a previous lease agreement has ended. We will not be able to take into account a new address without proof as referred to above.

Section 2: Application details

Does the child have a sibling at the school? * If yes, please give details below:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:	Male/Female:
	Date of birth:

*A sibling is either the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after and in every case living permanently in a placement within the home as part of the family household.

Does your child have an Education, Health and Care Plan (EHCP) or statement of special needs (SN)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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A Statement of SN or an EHCP is a document written by the local authority detailing the child's needs and the measures the school will take to help them. The SEN team at the local authority manage admissions for children with a statement and your application will be passed to them.

Is the child you are making an application for in the care of the Local Authority (Child Looked After)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please indicate which local authority and include a supporting letter from the child's social worker and/or advisory teacher:	

Was your child previously looked after but was then adopted or became subject to a child arrangements order or special guardianship order?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide supporting evidence including a copy of the adoption order if applicable	

Are you applying under Rule 2 (exceptional medical or social needs or child looked after from abroad)?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
*You must include supporting professional evidence clearly demonstrating why your child's needs can only be met at one specific school. Please include all the evidence you wish us to consider as we can only consider the information received at the time of application. Rule 2 can only be re-considered if there has been an exceptional change of circumstances	

Please provide details below of any special educational need your child has.

Please provide details below of any medical or health need you would like us to take into account when considering your child's application.

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Are you or your partner UK service personnel or a crown servant?

Yes No

If yes, please include an official MOD, FC or GCHQ letter showing relocation date

Your child's current school

School Name	School Address
Date last attended (if your child has left):	

Have you discussed your reasons for wanting to move school with your child's current school?

Yes No

Have you asked your child's current school to complete Part A?

Part A is used to help us process your child's application and their move to a new school. Please ask the school to send it to us direct. There may be a delay in processing your application form if we do not receive the Part A.

Yes No

Why do you want your child to move school?

(Please give as much information as you can to support your request, using a separate sheet if necessary.)

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Section 3: Your details

Name of person making the application (Usually a parent/carer)	Title	Initial	Family Name
Address if different to that given above			
Daytime telephone number			
Email address Our preferred way to contact you			
Your relationship to the child			

Is the child living with you under a private fostering arrangement? This is where the child lives with an adult who is not a close relative i.e. not a parent, grandparent, sibling, aunt or uncle.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have parental responsibility? *	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please provide permission from the person(s) with parental responsibility confirming they are in agreement with the application.	

Does another person(s) also have parental responsibility? *	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, have they given agreement to the application being made?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>*For births registered in England and Wales, parental responsibility is automatically given to the child's mother from birth. A child's father will have parental responsibility if:</p> <ul style="list-style-type: none"> • he was married to the child's mother when the child is born (even if later divorced or separated) • the child was born after 1 December 2003, and he is named on the birth certificate • if a parental responsibility agreement is obtained from a court or by agreement with the mother. <p>Please provide a copy of any appropriate court orders or residence orders with this application.</p>	

Has your child recently arrived in the UK or currently lives outside the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>*If yes, please provide proof of the child's arrival in the UK. Your application cannot be processed without this evidence.</p> <p>Applications from abroad (non EEA citizens)/Immigration status</p> <p>It is a parent's responsibility to ensure their child is entitled to a place in a state school before making an application. If you are a non EEA citizen please check your visa status before making an application link at www.gov.uk/check-uk-visa. Applications from families non-entitled to state education may lead to a change in visa status or deportation.</p>	

What is your child's first language spoken at home?	
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Have any of the following services been involved with your child currently or previously:	
Integration Team <input type="checkbox"/>	Education Support Centre <input type="checkbox"/>
Educational Psychologist <input type="checkbox"/>	Attendance Improvement Officer <input type="checkbox"/>
Social Worker <input type="checkbox"/>	Child and Adolescent Mental Health Service <input type="checkbox"/>
Other (please give details):	

Is your child attending school regularly?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please give details:	

Section 4: Parental declaration

If you deliberately give false information, we may withdraw the offer of a school place.

All of the information I have given on this form is correct and up to date.

I have read and understand the school's admissions policy.

I understand that you will inform my child's current school of this application

I understand that my child must be able to take up the allocated school place immediately and that the place may be withdrawn if not accepted within 10 school days from the date of offer.

I confirm I have parental responsibility for this child and/or the agreement of all persons with parental responsibility

I confirm I have requested for Part A to be completed by my child's current school

I enclose: Supporting evidence relating to the application, including proof of arrival if applicable

Proof of address - **we cannot process the application without this.**

A copy of your child's birth certificate or passport

Your full name

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Your signature

	Date:	
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Please return this application form to the office of:

Knutsford Primary Academy

Balmoral Road

Watford

WD24 7ER

It is very important that you include all necessary documentation with your application in order to avoid any delays. This includes proof of your home address, a copy of your child's birth certificate or passport and a request for Part A to be completed by your child's current/previous school.