

# Application for Admission to Reception Year

September 2018

## LATE APPLICATION

Only Wolverhampton residents **must** fill in this form. If you live outside the City of Wolverhampton you must fill in the form available from the council within whose area you live. Before you fill in the form, please read carefully the accompanying notes of guidance as well as the 'Starting School in Wolverhampton 2018/2019' booklet which is available online at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions). Complete forms must be returned as detailed on **page 4** of this form.

Please use black ink and **BLOCK CAPITALS**.

### 1. Child's details

Surname/last name

First name

Middle name(s)

Gender Boy  Girl

Child's exact date of birth

Day Month Year

### Child's home address

This must be the address where the child normally lives. If this is different from the Parent/Carer's address given on page 3 of this form, please explain why on a separate sheet of paper. If parents share custody, please refer to the 'Starting School in Wolverhampton 2018/2019' booklet at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions) for information about filling in this form.

**Please read carefully the above instructions and the notes of guidance, then write your child's home address in the boxes below.**

First line of child's home address

Second line of child's home address

City

County

Post code

### Current School

Name

### For office use only

<input type="checkbox"/> Ontime Application Issued by ..... Date of Issue ..... SIF Issued (yes/no) ..... Recorded on Spreadsheet <input type="checkbox"/>	DATE RECEIVED
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### 3. Children in public care

Is the child a 'Looked After Child' / previously 'Looked After' Child? Yes  No

If **yes**, please state which Local Authority

If yes, please also provide a letter from the Social Worker confirming the legal status of the child and the local authority with whom the child is in care. The letter should also provide the reasons for the preference for schools.

In the case of adopted children, please provide a copy of Section 46 of the adoption order.

### 4. Special Educational Needs

Does your child have an **Education Health Care Plan** of Special Educational Needs? Yes  No

If yes, please contact the Senstart Team 01902 555961. **Do not continue to complete this form.**

### 5. Allocation of a School Place where Parental Preference Cannot be Met

If it is not possible to allocate a place at any of your preferred schools we shall allocate a place at the nearest Wolverhampton maintained school that has a place available (i.e. an undersubscribed school). This may be an Academy, Community, Voluntary Controlled, Voluntary Aided or Free school, with the approval of the relevant admitting authority.

### 6. Are you a Returning Service/Crown Servant Family? Yes No

If yes, please state your moving date

### 7. Parent's/Carer's details

Title  Initials   
Surname

Relationship to child

Mother  Father  Step Parent\*  Foster Parent\*

Social Worker\*  Other family member\*  State relationship ..... Legal Guardian\*

If you are caring for someone else's child for more than 28 days and are not an immediate relative you may be private fostering and it is a legal requirement that you contact the local authority on 01902 555392.

Further information is available at [www.wolverhampton.gov.uk](http://www.wolverhampton.gov.uk).

First line of parent's/ carer's address   
Second line of parent's/ carer's address   
City  Post Code   
Home tel. no.  Day time tel. no.   
Email address

\* Written proof of parental responsibility ie residency order, must be provided to the Local Authority to support your application

## 8. Declaration and Signature of Parent's/Carer's

I/We wish to make an application to the schools listed, which I/We have ranked in order of my/our preference. I/We certify that I/we am/are the person(s) with parental responsibility for the child named and that the information given is true to the best of my/our knowledge and belief. I/We understand that any false or deliberately misleading information given on this form and supporting papers, or any relevant information withheld, will render this application invalid and could lead to the withdrawal of an offer of a school place for my/our child.

**The information provided on this application form will be used to ensure that the council's records are correct. It may also be shared with other agencies and service providers to ensure that your child receives an appropriate service.**

I/We confirm that I/we have read and understood the notes relating to this application. I/We give my/our consent for the school admissions service to contact the relevant agencies in order to validate this application.

Signature of Parent/Carer

Print Name

Date

Signature of Parent/Carer

Print Name

Date

### Personal Information Policy

City of Wolverhampton Council (the 'council') respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the council and other information about you available to the council ('your information'). In accordance with the Data Protection Act 1998, the council will use your information, for the purpose of processing your application for a school place, to (a) deal with your requests and administer its departmental functions; (b) meet its statutory obligations; and (c) prevent and detect fraud. The council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other departments within the council (including the elected Members), central Government departments, law enforcement agencies, statutory and judicial bodies, community service providers and contractors that process data on its behalf. The council may also use and disclose information, that does not identify individuals, for research and strategic development purposes.

## 9. Checklist

**Before returning this form, please ensure that you have:**

- Read the 'Starting School in Wolverhampton 2018/2019' booklet which is available online. That you have also read the relevant booklet for any other council to which school you are applying.
- Have included proof of address, where necessary.
- Checked that your home address lies within the administrative area of City of Wolverhampton Council.
- Filled in all relevant sections of this form.
- Provided any supporting evidence required by the admitting authority to support your application (e.g. a letter from a relevant professional to confirm that the child is in public care or to support any reasons for your preference).
- Filled in **any supplementary information forms** necessary for Voluntary Aided Schools, Nishkam Primary School or The Royal School, Wolverhampton. Please check the admission arrangements for each school for which you are applying. **These forms must then be returned to the schools concerned direct.** For any voluntary controlled schools where you are applying on religious grounds, please complete the relevant supplementary information form and return to the address below.

## 10. Returning the Form

The completed form should be returned to the Admissions & Appeals Section, School Places and Transport, City of Wolverhampton Council, Civic Centre, St Peter's Square, Wolverhampton WV1 1RL

**LATE APPLICATION**  
**(deadline was 15 January 2018)**