



APPLICATION FOR ADMISSIONS TO RECEPTION CLASS FOR SEPTEMBER 2010/JANUARY 2011

If your child is born between 1st September 2005 and 31st August 2006, you must complete this form. Please carefully read the guidance notes on the last page before completing the form. Completed forms must be returned to The Learning Trust by **15 January 2010**

If this Form is received after this date it will be treated as a late application. There is the easier option of applying on-line, go to:

<https://www.eadmissions.org.uk/>

1. Child's Details

Child's First Name(s) Surname/ Last Name

Child's Date of Birth / / Boy/ Girl

Child's Home Address

Postcode

(This must be the address where the child normally lives. If this is different from the parent/carer address, please give reasons for this. If parents share custody, this must be stated and both addresses shown.)

Nursery School (please also give address if school is outside Hackney)

Is your child currently on School Action? YES / NO In your child currently on School Action Plus? YES / NO
(please delete as appropriate)

2. Parent's/Carer's Details

Parent/Carer 1 Title (Please circle) Mr Mrs Miss Ms Other

First name

Surname

Relationship to Child

State Address if different from child's address above and reasons for this

Home Tel no.

Mobile Tel no.

E-mail Address

Parent/Carer 2 Title (Please circle) Mr Mrs Miss Ms Other

First name

Surname

Relationship to Child

(If applicable)

Home Tel no.

Mobile Tel no.

E-mail Address

Please turn over

3. Primary School Preferences

Please write the name and address of up to THREE primary schools for which you wish to apply. You must list the schools in the order you prefer them. You must list all community and voluntary aided schools (not Private schools) for which you are applying, including any schools which are outside the borough of Hackney. Please include the name and date of birth of any sibling (brother or sister) who is already attending the school.

Please use the column on the right, **only** if you wish to give reasons for your preference for any school. These might include religious, philosophical or any other reasons. If you think that there are **exceptional** medical or social reasons why your child should attend a particular school, you **must** provide professionally supported evidence with this application form, such as letter from a consultant, GP, or social worker. It is very important that you check the admission criteria of each school for which you are applying to see if priority of admission can be given on this basis.

<i>Name of Primary School</i>	First name, surname and date of birth of any sibling already attending the school	Reasons for Preferences Priority under exceptional medical or social grounds will ONLY be considered if supporting documents from a doctor, social worker or other appropriate professionals are sent to The Learning Trust to support your application
<i>Preference 1</i>		<input type="checkbox"/> Tick box - if documents are attached for medical/social reasons Other reasons: _____
<i>Preference 2</i>		<input type="checkbox"/> Tick box - if documents are attached for medical/social reasons Other reasons: _____
<i>Preference 3</i>		<input type="checkbox"/> Tick box - if documents are attached for medical/social reasons Other reasons: _____

4. Children in Public Care

If this child is Looked After by the Local Authority, please complete below

Please state which Local Authority, Social Worker & their contact number

5. Declaration and Signature of Parent/Carer

- I certify that I am the person with parental responsibility for the child named above and that the information given is true to the best of my knowledge and belief.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn.

Parent's signature _____ Date _____

Guidance Notes for parents who wish to complete the attached form – Reception Class September 2010 / January 2011

If you need this document in one of the following languages - Bengali, French, Spanish, Portuguese, Somali, Gujarat, Vietnamese, or Urdu. It is available from The Learning Trust - (contact: 020 8820 7401).

The Information supplied will be used for registered purposes under the Data Protection Act 1998.

Section 1 – Child’s Details

All sections must be completed.

Section 2 – Parent’s/Carer’s Details

Please ensure that the names of all responsible adults/carers are recorded on the form for the primary school to approach. Please note that when parents live separately, the application must be based on one address where the child normally lives. You should provide a letter of explanation as to the living/care arrangements of your child if the address is different to the address that is normally used.

Section 3 – Primary School Preferences

You are entitled to name up to three primary in schools Hackney as your expressed preferences on this form (except for private schools). Please ensure that you complete all the boxes that are applicable to each preference.

Sibling Connection - It is important that you state if your child already has a brother or sister including step or foster siblings, (they must be living in the same household) attending the school as this can give your child priority for admission.

Medical/Social reasons - Special consideration can be given to children who have a particular medical or social need. This will need to be demonstrated by providing professionally supported documentation, which should be attached to this form.

If applying to Religious Primary Schools you must obtain a supplementary form for religious commitment. The supplementary form must be completed by the Priest/Vicar/Pastor/Rabbi and is available directly from either the Learning Trust or the primary schools.

Section 4 – Children in Public Care

If you are a Foster Carer, looking after a child who is in public care, this must be indicated on this form. Children in this category will be given priority of admission to the community schools in Hackney in accordance with the criteria for admission.

Checklist:

Before returning this form, please ensure that you have:

- Read the notes below and have obtained a copy of the primary school admissions brochure, “Admission to Hackney’s Primary Schools in 2010 a Guide for Parents
- Completed all relevant sections of this form
- Enclosed any supporting evidence (e.g. a letter from the family doctor/hospital consultant in support of any medical or social claim).
- Attached the relevant proofs of address (if you have changed address in the last year we may request further evidence):-
 - A copy of the Child’s Birth certificate or Medical Card to verify date of birth.

- A copy of a Child Tax Credit or Child Benefit letter. If you haven't got a letter, please contact HM Revenue and Customs on 0845 302 1444 or visit www.hmrc.gov.uk/childbenefits/index.htm
- The original Council Tax Bill for Year 2009/2010 or the original letter for Housing Benefit entitlement.
- An original Utility Bill received within the last two months.

I have received a supplementary form that may be required for applying to any religious school. (Please check the admission arrangements for the religious primary schools in Hackney).

1. Providing proof of your Residential Address

Your address must be your main residential home, where you and your child live. If we establish that you have more than one property, we will require further evidence that the address on the form is your main residential address. If you have any problems with providing the documents listed below, please contact the Admissions Team on 020 8820 7401/7150 who will be able to advise you on alternatives that may be accepted:-

If you fail to provide **all four of the above documents** this may result in a delay or refusal of an offer of a school place.

2. Notification of an Offer of a School Place

Parents will be sent a letter **on 30th April 2010** by the Learning Trust to notify them of the offer of a school place regardless of whether the preference is a Community or Voluntary Aided School.

3. Dealing with Late Applications

Parents who submit a late application will normally be considered for schools in Hackney after parents who have submitted their applications on time unless there is a good reason why the form has been submitted late. Please see booklet "Admissions to Hackney's Primary Schools in 2010. A Guide for Parents" for more information".

4. Application List for Schools (Waiting List)

Any parent of a child who is refused a place at a higher ranked school is automatically placed on an application list. Pupils will be ranked on the list in accordance with the oversubscription criteria described in the booklet "Admissions to Hackney's Primary Schools in 2010" and **not** by the length of time the pupil has been on the list.

5. Appeal Arrangements

If you are unhappy because you haven't been able to get a place at one of your preferred primary schools, you can appeal against the decision to an independent appeal panel. The notification letter will tell you who to contact for an appeal form. The Learning Trust will need to have your completed appeal form by 21 May 2010.

Please return this form to:

**Admissions Team
The Learning Trust
Hackney Technology & Learning Centre
1 Reading Lane, E8 1GQ
Tel: 020 8820 7401/7510**