







**Additional information required to help your child settle in school**

page 2

Does this child have a statement of Special Educational Needs?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your child have a medical condition that the school should know about?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your child have a physical disability that requires special consideration?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are there professionals involved with your child's development, health or physical needs?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**The school may ask for additional information if answering yes to any of the above questions. (This information will not be taken into account when deciding whether your child should be offered a place at any of the school's listed below).**

**3. Primary School Preferences (please name your choice of schools below)**

**1st choice**

Name of School:			
Brother(s)/Sister(s) already attending	Name:	Date of Birth:	
*Exceptional Medical or social reason? Yes/No	Supporting documents attached?		Yes/No

**\*IF YOU THINK THERE ARE EXCEPTIONAL MEDICAL OR SOCIAL REASONS WHY YOUR CHILD SHOULD ATTEND A PARTICULAR SCHOOL THIS MUST BE INDICATED ON THIS FORM. YOU MUST ALSO ATTACH DOCUMENTS TO SUPPORT YOUR REASONS SUCH AS A LETTER FROM A CONSULTANT OR SOCIAL WORKER**

**2nd choice**

Name of School:			
Brother(s)/Sister(s) already attending	Name:	Date of Birth:	
*Exceptional Medical or social reason? Yes/No	Supporting documents attached?		Yes/No

**\*IF YOU THINK THERE ARE EXCEPTIONAL MEDICAL OR SOCIAL REASONS WHY YOUR CHILD SHOULD ATTEND A PARTICULAR SCHOOL THIS MUST BE INDICATED ON THIS FORM. YOU MUST ALSO ATTACH DOCUMENTS TO SUPPORT YOUR REASONS SUCH AS A LETTER FROM A CONSULTANT OR SOCIAL WORKER**

**3rd choice**

Name of School:			
Brother(s)/Sister(s) already attending	Name:	Date of Birth:	
*Exceptional Medical or social reason? Yes/No	Supporting documents attached?		Yes/No

**\*IF YOU THINK THERE ARE EXCEPTIONAL MEDICAL OR SOCIAL REASONS WHY YOUR CHILD SHOULD ATTEND A PARTICULAR SCHOOL THIS MUST BE INDICATED ON THIS FORM. YOU MUST ALSO ATTACH DOCUMENTS TO SUPPORT YOUR REASONS SUCH AS A LETTER FROM A CONSULTANT OR SOCIAL WORKER**

**If any of the above preferences are for a religious school, are you applying for a place on religious grounds? Yes / No**  
**If you answer Yes to the above question, you must obtain a religious form and return the completed form to the school**

Are there any other reasons for choosing the above schools \_\_\_\_\_

**Declaration and signature of Parent/Carer**

I wish to apply for a place at each of the above schools and have listed them in order of preference. I have read and understood The Learning Trust's Guide for parents on primary school admissions in Hackney.  Yes /  No

I also understand that if any of the above information I have provided on this form is found to be false this can result in a refusal or withdrawal of a school place.

Parent/Carers signature \_\_\_\_\_ Date \_\_\_\_\_

**Primary School Reception Class  
 Admission in September 2009/  
 January 2010**



**Advice for Parents / Carers and application form for completion**

If your child is born between 1st September 2004 and 31st August 2005, you must complete the application form attached to this document.

Your child will be able to start school in September 2009 if their fifth birthday falls between 1 September 2009 and the end of February 2010 and in the following January 2010 if their fifth birthday falls between 1 March 2010 and the end of August 2010.

Children do not have to start school until the term following their fifth birthday. Parents of children who will not reach 5 until after 31 December 2009 and before 31 August 2010 may decide that they want their child's place to be held until later in the school year. Such parents must still comply with the dates set out in this document.

This application form contains all the information you will need to apply for both community primary schools as well as the voluntary aided (religious) primary schools in Hackney.

If you need this document in one of the following languages listed below, it is available from the Learning Trust (Tel: 020 8820 7401)

হ্যাকনির প্রাইমারি স্কুলগুলিতে আপনার আগ্রহের জন্য ধন্যবাদ। এই পুস্তিকায় বর্ণনা করা ভর্তির ব্যবস্থাদি সংক্ষিপ্ত আকারে বাংলা ভাষায় পাওয়া যায়। (Bengali)

Hackney'deki ilköğretim okullarına gösterdiğiniz ilgi için teşekkür ederiz. Bu elkitabındaki giriş düzenlemelerinin özetinin Türkçe çevirisi mevcuttur. (Turkish)

Nous vous remercions de l'intérêt que vous portez aux écoles primaires de Hackney. Les arrangements concernant les admissions tels que décrits dans le livret, sont disponibles en français sous forme de résumé. (French)

Le agradecemos su interés en las escuelas primarias de Hackney. Se encuentra a su disposición un resumen en español de las disposiciones relativas a las admisiones según se definen en este folleto. (Spanish)

Agradecemos o seu interesse pelas escolas primárias de Hackney. Os procedimentos sobre a admissão contenidos neste folheto, estão disponíveis na forma de resumido em Português. (Portuguese)

Waad ku mahadsan tahay xiisaha aad u hayso dugsiaga sare ee Hackney. Isku dubbaridka oggolaanshada sida ku qoran buuggaan yar waxaa lagu heli karaa iyagoo soo kooban oo luqadda af Soomaaliga ah. (Somali)

હેકનીની માધ્યમિક શાળાઓમાં તમારા રસ માટે આભાર. શાળામાં દાખલો લેવા માટેની વ્યવસ્થાઓ વિષે માહિતી જે આ પુસ્તિકામાં આપેલી છે, તેની સંક્ષિપ્ત ગુજરાતી ભાષા ઉપલબ્ધ છે. (Gujarati)

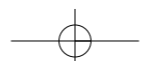
Xin cảm ơn quý vị đã quan tâm tới các trường tiểu học tại Hackney. Các hướng dẫn thủ tục nhập học như trình bày trong cuốn sách này có phần tóm tắt bằng ngôn ngữ tiếng Việt. (Vietnamese)

بیکنی کے ابتدائی اسکولوں میں آپکی دلچسپی کے لئے شکریہ۔ جیسا کہ اس کتابچہ میں بیان کیا گیا ہے داخلہ کے انتظامات کا خلاصہ اردو میں دستیاب ہے۔ (Urdu)

**You only need to complete one application form and you can list up to three schools.**

**You should complete the application form and return it by no later than 2 February 2009, to:** either a primary school in Hackney or the Admissions Team at The Learning Trust, Hackney Technology & Learning Centre, 1 Reading Lane, E8 1GQ









### 1. Applying to Voluntary Aided Schools in Hackney

If you wish to apply to a voluntary aided (religious) school in Hackney, you must complete The Learning Trust Common Application Form.

You must also complete a separate form for confirmation of religious commitment (Supplementary Form) if you wish to be considered under the religious priorities. The supplementary form is available from the school direct and must be returned to the school and not The Learning Trust.

These schools will be responsible for applying their own admission arrangements, regardless of the parental ranking, and will let The Learning Trust have a list indicating the order in which all children have priority by reference to their oversubscription criteria. Full details of each VA schools' admission arrangements including information relating to waiting lists is in section D of the 'A Guide for Parents to Hackney's Primary Schools 2009' booklet.

### 2. Applying for Community Schools in Hackney

If there are more applications than places available, The Learning Trust will apply the oversubscription criteria below, regardless of the parental ranking, to determine which pupils are eligible to be offered places.

Children who have a school named in their statement of Special Educational Needs are required to be admitted to the school and will also be counted against the admission number.

1. Children looked after by a local authority
2. Children whose acute medical or social need justifies the allocation of a place at a particular school, and not at any other.\*
3. Children with brothers and sisters\*\* currently on the roll of the school and will continue to be on roll after the proposed admissions.
4. Children living nearest\*\*\* to the main entrance of the school as measured in a straight line on a map using a GIS computerised mapping system.

Distance as measured in 4 above will be used in any tie-break decisions for priority 1 and 3.

\* The Head of Admissions will make decisions on such cases and will seek, if necessary, advice from the Health Service. A parents' medical need can not justify a place at a particular school, but a child could have a social need arising from a parent medical need. These cases will always require supporting professionals evidence, which has to demonstrate sufficiently why the child should be given a place at a particular school, and not at another school. It is the responsibility of the parent to produce the evidence, this includes cases made on social grounds on the basis of the parent's medical need or disability.

\*\* Brothers and sisters must live permanently at the same address as the child for whom the application is being made. This includes half brothers and sisters, step brothers and sisters and foster brother and sisters who live permanently as a family unit at the same address. This criteria does not apply to brothers and sisters in Year 6 at the time of the Reception Application.

\*\*\* Where a child lives with a parent with shared parental responsibilities, the address where the child spends most of their time will be used. In the case of children who spend equal time of the week with each parent, the parent must elect one address for all preferences. For the purpose of calculating distances, your address is identified by using the property geographical references as determined by the borough council in which you live.

### 3. Notification of an Offer of a School Place

Parents will be sent a letter on 1 May 2009 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.

### 4. 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.

### 5. Application Lists for Community Schools

Any parent of a child who is refused a place at a higher ranked community school is automatically placed on an application list. Pupils will be ranked on the list in accordance with the oversubscription criteria described above and not by the length of time the pupil has been on the list.

### 6. Appeal Arrangements

The letter making the offer of a school place will advise parents of their right of appeal against the refusal of places at other schools applied for and who to contact to make their appeals. Appeal forms are available from the school or from the Learning Trust and should be submitted by 22 May 2009.

### 7. Preference Ranking

You must indicate on the application form your preferred schools and then say whether it is your 1st, 2nd or 3rd preference. If you are eligible for an offer at more than one school, you will only receive a place at the highest ranked school you have listed on the Part 3 of the application form.

### 8. You will need to provide Proof of your child's Date of Birth and your 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.

Before returning this form, please ensure that you have attached a:

- Photocopy of birth certificate or medical card
- A letter of child benefit or statement of child benefit which can be obtain from the Child Benefit Agency (0845 3021444)
- The original Council Tax Bill for Year 2008/2009
- An original utility bill received within the last two months (original documents will be returned to you)

If you fail to provide all four of the above documents this will result in a delay or refusal of an offer of a school place. Please contact the admissions team on 0208 820 7510/7401, if you are experiencing difficulties providing any of these documents.

# APPLICATION FORM



## Reception Class Admission for September 2009 & January 2010

(For those children born between 01.09.04 - 28.02.05 will start in September 2009, and then those born between 01.03.05 - 31.08.05 will start in Jan 2010)

### 1. Child's Details (to be completed by parent/carer)

Child's First Name(s)

Child's Surname

Date of Birth  Boy  Girl

Child's Home Address: Flat/House Number

Block/House Name

Road/Street

Postcode

Current Nursery/School Name & Address

Is this child looked after by a local authority? Yes  No

If yes, please name, Social Worker & Borough

### 2. Parent/Carer's Details

Parent/Carer's Name 1 Title  First Name

Surname

Contact Telephone Number Home  Mobile

Parent/Carer's Name 2 Title  First Name

Surname

Contact Telephone Number Home  Mobile

Parent's /Carer's Address (if different from above)

