

## In-Year Admissions Application Form

- Before you fill in this form, please read the guidance and information on our website at [www.romanway.hertfordshire.sch.uk](http://www.romanway.hertfordshire.sch.uk)
- Supplementary Information Forms (if applicable) and any additional supporting documentation should be returned direct to the email address or postal address at the end of this form.
- Please complete this form using black in 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 the originals.
- 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.*



Please complete a separate form for every child that requires a place

**Application form to be completed by applicant**

(the whole application must be kept together when passed on to the school)

**PLEASE COMPLETE THIS FORM USING BLOCK CAPITALS**

**REASON FOR YOUR APPLICATIONS:**

- 1. Moving into Hertfordshire
- 2. Living in Hertfordshire moving to another address
- 3. Not moving address but wishing to change schools in Hertfordshire

**Date you would like the school place from:**

**Section 1 – Your child’s details**

Family Name:			
Child’s First Name(s):			
Middle Name(s):			
Date of Birth:	Year Group:	Male	Female
DD/MM/YYYY			
Address where child usually lives:			

Postcode
If your child lives part time at another address, please provide details here:
Postcode
How is your child's time divided between the two addresses?

## Section 2 – Your preferences for a school

If you want to apply for a place in a particular school, but you know the school is full, make sure you name it on this form anyway. This will ensure your details are added to any reserve list and you are informed of your right appeal. Preferences for schools other than a school within The Diamond Learning Partnership Trust will be sent to the Local Authority Admissions Team for processing.	
We strongly advise you to name your catchment area school as one of your preferences. If you choose a school other than the catchment area school or nearest school to your home address you will be responsible for the arrangements and cost of transport.	
I wish my child to attend one of the following schools, in order of preference.	
1st Preference	
2 <sup>nd</sup> Preference	
3 <sup>rd</sup> Preference	
Please tick box if an alternative offer is required if above preferences cannot be met	<input type="checkbox"/>

<b>Does the child have a sibling at any of the schools or linked schools you are applying for?</b> If yes, please give details below:	Yes / No
<b>Name:</b>	Male / Female
<b>School attending:</b>	Date of birth:

- A sibling is either the sister, brother, half brother or sister, adopted brother or sister, child of 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.

<b>Does your child have an Education, Health and Care Plan (EHCP) or statement of special needs (SN)?</b>	Yes / No
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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.

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

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

<b>Are you applying under Rule 2 (exceptional medical or social needs)?</b>	
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- You must include supporting professional evidence clearly demonstrating why your child's needs can only be met at one specific school. Please include all evidence you wish us to consider as we can only consider the information received at the time of application. Rule 2 can only be considered if there has been an exceptional change of circumstances.





**Section 4 – Applications from outside the UK / or for children who are accessing education in the UK for the first time**

Nationality

Reason for being in the UK

Date of arrival in the UK

Length of stay in the UK

We recommend you visit the following websites to confirm you are aware of the Home Office regulations and laws on state education.  
<https://www.gov.uk/study-visit-visa> and <https://www.gov.uk/standard-visitor-visa>

What is your child's first language spoken at home?

**Have any of the following services been involved with your child currently or previously:**

Integration Team	Education Support Centre
Educational Psychologist	Attendance Improvement Officer
Social Worker	Child and Adolescent Mental Health Service
Other (please give details)	

Is your child currently attending school? Yes / No

If no, please give details:

<b>Section 5 – Declaration</b>	
I understand that:	
<ul style="list-style-type: none"> <li>● Should my child be allocated a place at my preferred school, I will be responsible for transport to and from the school, unless the school is the catchment or designated school for my child’s home address and is beyond the statutory walking distance.</li> </ul>	
<ul style="list-style-type: none"> <li>● I declare that the information contained in this form is both accurate and up-to-date.</li> </ul>	
<ul style="list-style-type: none"> <li>● The information on this form will be held and used by The Diamond Learning Partnership Trust Admissions in accordance with the Data Protection Regulations for the purposes of administration of school admissions. We collect your details to process your application for school admissions and may contact you about related school admission and transport issues.</li> </ul> <p style="font-size: small; margin-top: 5px;"><i>Further information about how we collect and use data and your rights around this, can be found on our GDPR Policies and Procedures page on our website: <a href="http://www.diamondlearningtrust.com">www.diamondlearningtrust.com</a></i></p>	
<ul style="list-style-type: none"> <li>● If I am applying for a school in another Local Authority Area this form will be sent to that Local Authority Admission Team for processing.</li> </ul>	
<ul style="list-style-type: none"> <li>● If I am applying for a school(s) that is / are their own admission authority, i.e. an Academy, Foundation or Voluntary-Aided School, this form may be sent to them.</li> </ul>	
<ul style="list-style-type: none"> <li>● All adults with parental responsibility for the child are in agreement with this application, and understand if a dispute is later raised, this application may be cancelled.</li> </ul>	
<ul style="list-style-type: none"> <li>● I hereby give permission for the information on this form to be shared with the Parent Partnership Service and other relevant officers, where appropriate.</li> </ul>	

**I confirm that I have:**

Signed the form	
Enclosed copies of <b>all</b> supporting documents requested	
Named my preferred school(s)	

Signed:	Dated:
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## Administration / Processing of Applications

We aim to operate a ten school day turnaround from the date your application is received.

## Admission Team office hours

Tuesday – Thursday 8.30 – 11.30

## Contact details

Admissions enquiries: Tel: 01945 700357

Email: [admissions@diamondlearningtrust.com](mailto:admissions@diamondlearningtrust.com)

Admissions

Winhills Primary Academy

Off Duck Lane

St.Neots

Cambs

PE19 2DX