

In-Year Admissions Application Form

- Before you fill in this form, please read the guidance and information on our website at www.romanway.herts.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:			

Is the child you are making an application for in the care of the Local Authority (Child Looked After)	Yes / No
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 arrangement order or special guardianship order?	Yes / No
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)?	
---	--

- 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 2 – Your details		
Title: Mr / Mrs/ Miss / Ms / Dr	Initials:	Surname:
Relationship to child:		
Address (if different from child's address in Section 1):		
Contact Tel. No:		
Mobile No:		
If you wish to receive your school offer by email please provide your address below		
Email address:		

Is the child living with you under a private fostering arrangement?	Yes / No
This is where the child lives with an adult who is not a close relative i.i. not a parent, grandparent, sibling, aunt or uncle.	

Does another person(s) also have parental responsibility?	Yes	No
---	-----	----

If yes, have they given agreement to the application being made?	Yes	No
--	-----	----

- 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:
- he was married to the child’s mother when the child was born (even if later divorced/separated).
 - the child was born after 1st 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.
- Please provide a copy of any appropriate court orders or residence orders with the application.**

Section 5 – Declaration
I understand that:
<ul style="list-style-type: none"> • I declare that the information contained in this form is both accurate and up-to-date.
<ul style="list-style-type: none"> • 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. <p><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: www.diamondlearningtrust.com</i></p>
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • I hereby give permission for the information on this form to be shared with the Parent Partnership Service and other relevant officers, where appropriate.



I confirm that I have:

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

Signed:	Dated:
---------	--------

Administration / Processing of Applications

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

Admission Team office hours

Monday to Friday 9:30am to 1pm

Contact details

Admissions enquiries: Tel: 01480 277482

Email: admissions@diamondlearningtrust.com

Admissions

Winhills Primary Academy

Off Duck Lane

St.Neots

Cambs

PE19 2DX