

Roman Way Academy 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
- 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.
- **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.

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

Applications from outside the UK / or for children who are accessing education in the UK for the first time
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>

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: DD/MM/YYYY	Year Group:	Male	Female
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?			

Does the child have a sibling at Roman Way Academy	Yes / No
Name:	Male / Female

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.

Does your child have an Education, Health, and Care Plan (EHCP) or statement of special needs (SN)?	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.

Is the child you are making an application for in the care of the Local Authority (Child Looked After)	Yes / No
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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
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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)?	
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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.

Are you or your partner working as a UK service personnel or crown servant?	Yes / No
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If yes, please include an official MOD, FC, GCHQ letter showing relocation date.

Section 2 – Your details

Title: Mr / Mrs/ Miss / Ms / Dr	Initials:	Surname:
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Relationship to child:

Address (if different from child's address in Section 1):

Contact Tel. No:	Mobile No:
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If you wish to receive your school offer by email please provide your address below
Email address:

Other Adults with Parental Responsibility for the child.		
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:	
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.	

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:	

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. ● 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 issues.

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

- 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.
- 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 proof of address	
Signed: _____	Dated: _____

Administration / Processing of Applications

We aim to operate a **ten-school day** turnaround from the date your application is received. You can email your application to the email address below with the proof of address.

Please Put Roman Way in the subject line along with your child’s surname and Year group.

For example. **Roman Way -Smith- Yr. 1.** You can also return this form to Roman Way Primary Academy, who will send it on to the DLPT Admissions Team.

If you are offered a place at Roman Way Primary Academy, you will be required to provide evidence of your child’s date of birth prior to them starting. This is to ensure we have the child in the correct year group.

Admission Team Contact details:

Please email all applications and enquiries to admissions@diamondlearningtrust.com

Postal Applications should be sent to:

Admissions - Murrow Primary Academy
 73 Murrow Bank,
 Wisbech
 Cambridgeshire
 PE13 4HU