



**Sacred Heart Catholic Primary School**  
**In Year Application Form**

This form must be used to request admission to or transfer between schools during the school year. You should complete a separate form for each child and email to:  
**admin@sacredheart312.herts.sch.uk**

**1. Child's Details**

Forename	Surname	D.O.B.	Gender
Current Address	Is your child new to the UK YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please provide Date arrived	<b>Current Year Group</b> RECEPTION <input type="checkbox"/> YEAR 1 <input type="checkbox"/> YEAR 2 <input type="checkbox"/> YEAR 3 <input type="checkbox"/> YEAR 4 <input type="checkbox"/> YEAR 5 <input type="checkbox"/> YEAR 6 <input type="checkbox"/>	
Postcode			

**Does your child have an Educational Health & Care Plan (EHCP)?** YES  NO   
 If your child has an EHCP you should not apply for them using this form. Please contact your named SEN officer or SEND area team for more information on the application process.

**Children Looked After or Previously Looked After**

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

**Does Your Child Qualify Under the Above Statement?** YES  NO

**If Yes, Which Authority Is/Was The Corporate Parent?**

**If Yes, Please Provide Us With The Names And Contact Details Of Any Professionals Associated With This Child**

**Has your child previously been permanently excluded from a school?** Yes  No

**If Yes, please give details**



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<b>2. Parent / Guardian Details</b>			
Title	Forename	Surname	
Relationship to Child	Telephone Number 1	Telephone Number 2	
Email address			
<b>3. Reason for Application</b>			
Moving to Ware from outside of the UK		(Country)	
Moving to Ware from another local authority		(Local Authority)	
Moving from one school in Ware to another		(School)	
Leaving Private Education			
Other: Please state below			
<b>4. Current &amp; Previous School Details</b>			
Current School		Location	
Reason for Leaving		Date last attended or still attending	
Previous School		Location	
Reason for Leaving			
<b>5. Parent / Guardian Declaration</b>			
<p><b>When completing your Admissions Application for your child, please read the following carefully and confirm your agreement by signing the form. I understand that:</b></p> <ol style="list-style-type: none"> <li>1. All information given in this application is, to the best of my knowledge, true and correct. If, at a later date, any of the information is found to be incorrect I may forfeit any place allocated to my child. I understand that the information collected by the school via this application will be only used to help arrange admission to schools in line with the schools Admission Criteria.</li> <li>2. I give permission to the school to process all the information given in accordance with the Admission Criteria and processes. The information given will not be used for any purpose other than the provision of education. The Admission Authority (school) may share any information that I provide, with colleagues in the Education Service, schools and the Department for Education.</li> <li>3. The school undertake that they have in place a level of security appropriate to the nature of this information and further undertake that they will:-               <ul style="list-style-type: none"> <li>• Not hold information about you or your child that is excessive in relation to the purpose for which it is processed and not keep data processed for any purpose or purposes longer than necessary.</li> <li>• Keep all information about you or your child accurate and up to date (to help us to do this, please keep us informed of any changes to your details)</li> <li>• Process your information in accordance with your rights under the Data Protection Act.</li> </ul> </li> </ol> <p><b>Please contact the school if after 5 school days you have not been informed whether a place can be offered.</b></p>			
Signed		Print Name	Date



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6. School's Decision – School Use Only	
Date Form Received	
Child's Name	
D.O.B	
Place Offered	Place Not Offered
Date Offered	Was a place available? Yes      No
Accepted Date	Was the child eligible? Yes      No
Refused Date	Have they joined the waiting list? Yes      No
Reason for Refusal	Where no offer has been made, has the parent/guardian been sent a letter explaining why they have not been offered a place and have they been advised of their right of appeal? Yes      No
Withdrawn date	
Reason for Withdrawal	Notes: