

IN YEAR ADMISSION APPLICATION FORM 2018/2019



This form should be completed for students wishing to join The John Warner School as an in-year admission from September 2018.

Applicant Details

Legal Forename:	Legal Surname:		
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Is your child taught out of their normal year group?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Date of Birth:	DD	MM	YYYY

What school year is your child currently in?

<input type="checkbox"/> Year 6	<input type="checkbox"/> Year 7	<input type="checkbox"/> Year 8	<input type="checkbox"/> Year 9 *	<input type="checkbox"/> Year 10 *	<input type="checkbox"/> Year 11 *
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Please select the Rule(s) that you wish to apply under. You must choose at least one. Please see over page for a full explanation of each rule.

- Rule 1** (Children Looked After) Complete Section 1
- Rule 2** (Children of Staff) Complete Section 2
- Rule 3** (Sibling) Complete Section 3
- Rule 4** (Distance) Complete Section 4

Does your child have an Education Health Care Plan or a statement of special needs? Yes No

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

Was your child previously looked after but was then adopted or became subject to a residence order or special guardianship order? *If yes, please apply under Criterion 1.* Yes No

Do you have parental responsibility? Yes No

Does another person also have parental responsibility? Yes No

If yes, do they agree with this application being made? Yes No

Office Use Only <input type="checkbox"/> CT <input type="checkbox"/> UB <input type="checkbox"/> RA <input type="checkbox"/> DL <input type="checkbox"/> AC <input type="checkbox"/> SS	Received and checked by _____ on ____/____/_____ Entered by _____ on ____/____/_____
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Section 1: Children Looked After and children who were previously looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or a special guardianship order please indicate which of the following best describes your child's circumstances:

- Looked After Child Adopted from Care
 Child Arrangement Order from Care Special Guardianship Order from Care

Which Local Authority was/is the student looked after by?

In what year(s) were they looked after?

I include a letter from Social Services, other relevant statutory bodies or an appropriate professional Yes

I include a copy of Adoption Certificate **and** evidence to show that my child was in care before being adopted Yes

Office Use Only: SSL AC Initials: _____

Section 2: Children of Staff at The John Warner School

Name of member at staff working at The John Warner School:

Section 3: Siblings Children who have a sibling at the same address who is a pupil at the school at the time of application. For the purpose of this clause, siblings would include sister, brother, half, step, adoptive and looked after children, provided they also live at the same address. Please state the name(s) and year group(s) of the applicant's brother or sister who currently attends The John Warner School.

Do the siblings reside at the same address? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of sibling:	Year Group:
Name of sibling:	Year Group:

Section 4: Home to school distance will be calculated using the Hertfordshire County Council's 'straight line' distance measurement system

If you would like to have your documentation photocopied, then please bring to the main reception during normal school hours and we will be happy to assist. If posting, please ensure that you have included a stamped addressed envelope for us to return your originals. The documentation provided must show the name(s) of all adults living at the address given.

You must provide at least TWO of the following documents:

- Most recent council tax statement Current utility bill Photo driving licence

And, if renting:

- A copy of your Rental Agreement which is: Privately rented or Council/Housing Association

What date did your rental agreement start: _____

Office Use Only: CT UB DL RA Initials: _____

Section 6: Parent/Carer Details

Same address as pupil?				
Parent(s)/Carer(s) Details:	Title	Forename	Surname	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Title	Forename	Surname	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address Details	House Name/No:		Street:	
	Town:		County:	Post Code:
Is the above address your current home address? <input type="checkbox"/> Yes <input type="checkbox"/> No			Is the above address: <input type="checkbox"/> Freehold <input type="checkbox"/> Rented	
Tel Home:		Tel Mobile:		Tel Other:
Email:				

Section 7: Current School

Name of School:	Location of School:
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Section 8: Parental Declaration

The address provided must be the child's current permanent address at the time of application. "Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months. The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims child benefit will be considered as the child's main residence. If the family is not in receipt of child benefit, alternative documentation will be requested. If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If you deliberately give false information, the offer of a school place may be withdrawn. All of the information I have given on this form is correct and up-to-date. I understand that you may contact my child's current school about this application and will share the information in this application with the local authority.

- I confirm that I have parental responsibility for this child and the agreement of all persons with parental responsibility.
- I enclose all the required supporting documentation.
- I confirm that the address given on this form is the child's main residence
- If you are applying for a place in Years 9 to 11 then you must also provide us with a copy of your child's latest school report or progress check so that we can ascertain their option choices. If we have a place available, then a meeting will be arranged between you, your child and the Headteacher to discuss the implications. Please confirm that you have enclosed a copy of this documentation?
- I confirm that I have passed the in year transfer form to my child's current school for completion and/or enclose it with this application.

Signed: _____ **Dated:** _____
Parent/Carer

Our full Admissions Policy can be viewed on the school's website or a hard copy can be obtained from the school.

<http://www.johnwarner.herts.sch.uk/admissions>

The John Warner School

Stanstead Road
Hoddesdon EN11 0QF

Tel: 01992 462889

email: admissions@johnwarner.herts.sch.uk

www.johnwarner.herts.sch.uk

For further advice and information, please contact our Admissions Officer:

Jennie Rich

jer@johnwarner.herts.sch.uk

Tel: 01992 462889 ext. 153

Hours of Work: 07:15 to 15:00 Monday to Thursday

The John Warner School is fully committed to full compliance with the requirements of the General Data Protection Regulation. The School will therefore follow procedures which aim to ensure that all employees, parents, students, contractors, consultants and any other servants or agents of the school (collectively known as data users) who have access to any personal data held by or on behalf of the school are fully aware of and abide by their duties under the General Data Protection Regulation. For further information, please view our Data Protection Policy on our website.