

**APPLICATION FOR ADMISSION INTO RECEPTION CLASS OF A PRIMARY SCHOOL FOR  
SEPTEMBER 2021**

This form is to be completed if you are unable to submit an on line application.

Please read the important notes leaflet and the information for parents document available at [www.herefordshire.gov.uk/education-and-learning/schools/schools-admissions/reception-class-admissions](http://www.herefordshire.gov.uk/education-and-learning/schools/schools-admissions/reception-class-admissions)

Please ensure that you answer all sections that are relevant to you and sign the declaration overleaf.

All applications should be returned to Herefordshire Council, School Admissions Team, Plough Lane Offices, Plough Lane, Hereford, HR4 0LE no later than **15 January 2021**.

**1. PUPILS DETAILS**

<b>Surname</b>	<b>Forename</b>	<b>Middle Name(s)</b>
<b>Date of Birth</b>	<b>Gender ( please tick )</b> Male <input type="checkbox"/> Female <input type="checkbox"/>	<b>Nationality</b>

**Home Address (including postcode)** this must be the normal and genuine residence address of the parent / carer who has care of the child, at which the child resides

**Council Tax Reference Number**

<b>Telephone Number(s)</b>	<b>Email</b>
<b>Name of Nursery child is attending</b>	<b>Date child commenced Nursery</b>

**2. CHOSEN SCHOOL(S)**

**You are advised to state more than one preference and to include your catchment school.**

If applying for a Church of England or Roman Catholic School please read Section 7 overleaf. If applying for a school in another county/authority please refer to Section 8 overleaf.

<b>1</b>	
<b>2</b>	
<b>3</b>	

**3. SIBLING(S)** please give full names and date of birth of any brothers or sisters, who in **September 2021** will still be attending one of the schools that you are now applying for ('sibling' is defined in section 2 of the information for parent's document on our website).

<b>Surname</b>	<b>Forename(s)</b>	<b>Date of Birth(s)</b>
<b>School sibling(s) are currently attending</b>		

**4. LOOKED AFTER CHILDREN**

4 (a) Is your child placed in the care of Herefordshire Council or any other authority?    **Yes**     **No**

If yes please name the Social Worker and Local Authority .....

4 (b) Has your child left local authority care in England and Wales through either adoption, a special guardianship order, a residence order or a child arrangement order?

**Yes**     **No**

**Please note: You only need to tick yes for 4b and supply proof if you wish for your child to be considered under the criteria 'Looked After'. (Please refer to the important notes leaflet).**

## 5. SPECIAL EDUCATIONAL NEEDS

Does your child have an Educational, Health & Care Plan

Yes

No

## 6. APPLYING FOR A PLACE ON SOCIAL, MEDICAL OR COMPASSIONATE GROUNDS

Complete this section **ONLY** if you are applying for a place at a school in Herefordshire under social, medical or compassionate grounds.

A request for a placement on social, medical or compassionate grounds **will not be considered** unless you supply supporting information from a professionally qualified **independent source** which should **name the school** and set out the reasons why the school in question is the **only one** suitable and the difficulties that would be caused if the child had to attend any other school (see section 4 of the information for parents document which can be viewed online at [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk)).

Which school does this supporting information relate to?

Number of pages attached

## 7. APPLYING FOR A PLACE AT A CHURCH OF ENGLAND OR ROMAN CATHOLIC SCHOOL

If you are applying for a place at a Church of England or Roman Catholic School you will need to contact the school directly to ask if you are required to fill in an additional form about your religious commitment. **Any additional forms should be submitted directly to the relevant school.**

## 8. APPLYING FOR A PLACE IN ANOTHER LOCAL AUTHORITY

If you wish to apply for a school in another county you should still complete this form. We will then pass the information onto the relevant authority. They will inform us if they can offer a place, and we will inform you as soon as possible.

## 9. APPLICANTS DETAILS (details of the parent/carer completing this form).

Title Mr/Mrs/Miss/Ms/Other

Name

Surname

Relationship to pupil \* ( please see below)

Do you have parental responsibility for this child ( please tick )

Yes

No

\*e.g. Mother , Father, Step- parent , Social Worker, Foster Parent, or other relative ( please state )

## 10. THE DECLARATION

I declare that the information on this form is correct and that I have read the information for parents document and the important notes leaflet. I understand that a place may be lawfully withdrawn if it is proved to have been offered by way of a fraudulent or misleading application.

Signed .....Print Name.....Date .....

**Emailed applications will be accepted without a signature.**

*The Admissions Authority for the preference school (i.e. Herefordshire Council for Community and Voluntary Controlled schools or the school itself for Academy, Voluntary Aided and Free schools) is the Data Controller under data protection law and will use the information you provide on this form in order to process your school admissions application. The legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying the Admissions Authority.*

*We will keep your data for seven years. Your information will be shared with your preference school(s) and the School Admissions Office in order to provide you with the service.*

*Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>*

*Information you provide will only be used for the stated purpose.*