

# Notes on completing the Application Form – EYU to Year 6 In-Year Admissions

*You may make an in-year application at any time. However, applications will be considered no more than six school weeks in advance of the required start date. Applications for school places received more than six weeks in advance of the required start date will be held until the six week date is reached. Holidays are not included in the six week period.*

## SECTION 1: Your child's details

### Legal Surname

The Legal Surname is the one on your child's birth certificate, adoption certificate or change of name deed poll. If your child uses a different surname on a day-to-day basis, you can enter this in the space below marked 'if your child is known by a different surname, state it here'.

### Home address

It is important that details of the home address and postcode are correct and complete because this information may be used to establish whether or not we can offer a place.

The home address should be the child's address at the time of application. Where children spend time with parents at more than one address the address on the form should be the one where the child lives (i.e. sleeps) for the majority of term-time school nights (defined as Sunday night to Thursday night). If children spend time equally at different addresses, this should be declared in writing and signed by both parents/carers. We may ask for proof of the living arrangements (i.e. a court decision) and we may ask for confirmation of any address you have given.

To confirm an address we will need one of the following:

- a solicitor's letter advising exchange of contracts (if the property is being purchased)
- a copy of a signed tenancy agreement (if the property is being rented)
- a copy of your Council Tax Bill showing the same name(s) as in Section 2 of the form.

We may also ask for proof from HM Revenue & Customs, Child Benefit Division or Tax Credits Division. Such correspondence must pre-date the application you have made.

If a place has been obtained on the basis of a fraudulent or intentionally misleading application (for example, a false claim to residence at an address which effectively denies a place to a child with a stronger claim), St Joseph's School reserves the right to withdraw the offer of the place. This is in line with paragraphs 2.12 and 2.13 of the School Admissions Code (February 2012) published by the Department for Education. The full School Admissions Code can be found at [www.education.gov.uk](http://www.education.gov.uk).

### Does your child have a Statement of Special Educational Needs?

A very small number of children have a Statement of Special Educational Need. This is a special document written by the Local Authority detailing the difficulties that a child has in learning at school

and the measures which the school will take to help, and it will have been written in consultation with parents. It is **not** necessarily the same as a child being on the Special Education Needs (SEN) register at his/her school. If you do not know if your child has a statement, you should leave this question blank.

**Is your child 'looked after' by a Local Authority?**

Some children are cared for by a Local Authority and a Social Worker will act as parent for the child. If this child has a Social Worker, please write his/her name in the box next to this question.

**Does your child have a disability (defined in the Equality Act 2010)?**

You can find the 2010 Act at [www.legislation.gov.uk/ukpga/2010/15/contents](http://www.legislation.gov.uk/ukpga/2010/15/contents). If you think your child has a disability as defined in the Act, you should give details in the space provided. You can use Section 4 or continue on a separate sheet if you need more space.

**Does your child have any learning or medical needs?**

If your child has any particular needs that would affect his/her learning at school, you should answer 'yes' to this question and tell us about your child's needs.

**Have you moved into the area as a new posting as Service or Crown Servant personnel?**

Children of UK Service personnel (HM Forces) or other Crown Servants must be treated as meeting the residency criteria for a particular area, once proof of the posting has been provided, even if no house is currently owned in that area. If you have moved into our area as a result of a military or other government posting, you should answer 'yes' to this question and provide a moving date in the space provided. It is advisable to attach proof of the posting, if available, to your application.

**Would your child need extra help at school to learn English as an alternative language?**

If your child does not speak English as his/her first language and would need help to learn English, please answer 'yes' and list which language(s) your child speaks (for example, the language spoken at home).

## **SECTION 2: Your details**

The first part of this section should be completed with the details of **all** parent(s)/carer(s) living at the address shown in Section 1 who have parental responsibility for the child.

## **SECTION 3: Your preferences**

You can list up to three schools that you would like your child to attend. Indicating a preference for other schools will make no difference to whether or not your child is offered a place at St Joseph's School - such a decision will be made entirely on the basis of our published admissions rules.

## SECTION 4: Reasons for Request for Admission or Transfer

Please tell us when you would like your child to start at St Joseph's School.

If you are applying because you have moved or will be moving, please give us details of your move and, if available, provide confirmation of your new address (see Section 1 above for information about proof of address).

Please also tell us any other reasons you have for requesting a change of school.

If your child has a sibling already attending St Joseph's School, please give his/her details (and tutor group). A sibling is defined as a brother, sister, half-brother, half-sister, step-brother or step-sister **living at the same address** as the child named in Section 1.

## SECTION 5: Confirmation of Transfer Request

If you are requesting a transfer to St Joseph's School and you are **not** moving to a new address, please indicate if you have discussed the proposed transfer with your child's current school.

## SECTION 6: Catholicity

We ask for this information because we need it to rank applicants according to the criteria published in our Admissions Policy. This can be seen on our school website at [www.st-josephs.oxon.sch.uk](http://www.st-josephs.oxon.sch.uk). While we ask all parents applying for a place at St Joseph's School to respect our Catholic ethos and its importance to the school community, this does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

## SECTION 7: Declaration

By ticking the box in this section and entering your name you are giving your consent to St Joseph's School to:

- collect personal and sensitive data on you and your child for the processing of your application for a school place
- disclose your personal and sensitive data to other agencies and admissions authorities (third parties) for the purposes of processing your application for a school place
- obtain further information about your child including attendance and/or exclusion data if appropriate

By ticking the box in this Section and entering your name you are also confirming that the information you have provided is accurate to the best of your knowledge. St Joseph's School will store your personal and sensitive data securely.

The above is in accordance with schedules 2 and 3 of the Data Protection Act 1998.

If you deliberately give false information or withhold information that may be relevant, we may withdraw your child's offer of a school place. (See Section 1 about fraudulent or intentionally misleading applications.)

## What do I do next?

After completing and signing your form please return it to St Joseph's School:

- by e-mail, as an attachment, to: [stjosephsthame@dbmac.org.uk](mailto:stjosephsthame@dbmac.org.uk)
- by post to:  
Secretary to the Academy Committee  
St Joseph's Catholic Primary School  
Brook Lane  
Thame  
Oxfordshire  
OX9 2AB

If you require proof of receipt of your application, please send a stamped, self-addressed envelope or postcard. In normal circumstances we will respond with a decision on whether or not we can offer a place within **ten school days** of receiving your application (please note that this does not include school holidays).