

# Royal Greenwich **In-Year Primary Application Form**

For in-year admissions and school transfers

**IPAF**

You should only complete this form if your child was born before 1st September 2012 and you wish to apply for a place at a Royal Greenwich community school or academy. Details of Royal Greenwich community schools and academies are listed in our 'Primary Schools in Royal Greenwich 2017/18' booklet.

The information you provide will be used to determine whether your child's application needs to be considered in line with the Royal Borough of Greenwich's 'Fair Access' protocol. For further details, go to [www.royalgreenwich.gov.uk/admissions](http://www.royalgreenwich.gov.uk/admissions).

PLEASE USE BLACK INK

## **1 Child's details**

Child's family name/surname          Given name          Middle name(s)

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Boy       Girl       (please tick)      Child's date of birth (please use the format Day/Month/Year)

DD	MM	YY
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Child's principal home address (full address including postcode)

Postcode

This must be the address where your child normally lives. If you have shared custody, the principal address will be considered to be the address at which your child is registered with a GP and, if applicable, the address of the parent receiving benefits for the child.

Date moved to this address (please use the format Day/Month/Year)

DD	MM	YY
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## **2 Details of current or previous school**

Full name of school          Telephone number

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If it is not a Royal Greenwich school, please provide the full address, including postcode

Postcode

Last date of attendance (please use the format Day/Month/Year)

DD	MM	YY
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We will contact the school to obtain further information about your child.

(For office use only)

POA	<input type="checkbox"/>	POG	<input type="checkbox"/>	N/A	<input type="checkbox"/>	S/R	<input type="checkbox"/>	INPUT	<input type="checkbox"/>	CHECKED	<input type="checkbox"/>
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## 5 *Looked after and previously looked after children*

Is your child looked after by a local authority OR previously looked after and now adopted or subject to a child arrangements or special guardianship order, immediately following having been looked after?

Yes  No  *(please tick)*

If yes, you will need to provide an official letter confirming the legal status of your child.

## 6 *New arrivals*

Has your child recently arrived in the UK?

Yes  No  *(please tick)*

If yes, you will need to provide a letter confirming the legal status of your child.

If yes, please confirm *(please use the format Day/Month/Year)*

Date of arrival in the UK

Country child arrived from

Country of origin *(if different)*

Does your child speak English as a first or additional language?

Yes  No  *(please tick)*

If no, which language does your child speak?

Has your child previously attended school in the UK?

Yes  No  *(please tick)*

If yes, please give details of the last school attended:

Full name of school

School address

Last date of attendance *(please use the format Day/Month/Year)*

Reason for leaving

If your child has arrived from outside the European Union, you will need to provide a copy of the pages in your child's passport showing their photograph and entry visa to the UK.

## 7 School preferences

Please give the full name of up to six schools in order of preference. These can be any community schools or academies in the Royal Borough of Greenwich. If you would like to apply for a place at a foundation (Hawksmoor) or voluntary aided (faith) school in the Royal Borough of Greenwich, you will need to apply directly to the school. If you would like your child to be considered for schools in other boroughs, you need to contact the local authority in which the school is situated to find out how to apply.

Please include the name, gender and date of birth of any sibling(s) already attending the school (not nursery provision). If you wish to state why you are applying for a particular school, please complete the appropriate box under 'Reason for preference'.

Full name of primary school	Sibling already attending the school	Reason for preference
Preference 1	Full name, gender, date of birth	
Preference 2	Full name, gender, date of birth	
Preference 3	Full name, gender, date of birth	
Preference 4	Full name, gender, date of birth	
Preference 5	Full name, gender, date of birth	
Preference 6	Full name, gender, date of birth	

Please give the names of any other schools you have applied for

## 8 Medical or social reasons

Is it your view that there is an acute medical or social reason why your child should be offered a particular school?

Yes  No  (please tick)

If yes, you must provide supporting evidence with your application. You will need to demonstrate why the school is the most suitable for your child and the implications if your application is not successful.

Note: Work commitments, childcare arrangements and moderate learning difficulties are not considered as being an acute medical or social need.

## 9 Additional information

Please give the reason(s) why you are applying for a school place (*please tick*)

Your child has been permanently excluded or is at risk of permanent exclusion from school.

Please give details

You have recently moved address.

Please provide your previous address

Postcode

You have elected to home educate.

Start date (*please use the format Day/Month/Year*)

DD

MM

YY

There has been a change in parental responsibility or guardianship.

Please give details

You have not moved house but wish to transfer your child to another local school.

Please give the reasons why you are requesting a transfer

## 10 Declaration

I wish to make an application to the schools listed in Section 7, which I have ranked in order of preference. I certify that I am the person with parental responsibility for the child named in Section 1 and that the information given is true to the best of my knowledge and belief. I agree to the Admissions Service checking Council Tax records held by Royal Greenwich concerning the address I have given on

this form as my place of residence in order to confirm that those records show me as a resident at the property. I understand that any false or deliberately misleading information given on this form and/or supporting papers, or any relevant information withheld, may render this application form invalid and could lead to the withdrawal of an offer of a primary school place for my child.

By signing this form, I confirm that I have read the 'Primary Schools in Royal Greenwich 2017/18' booklet.

Signature of parent or carer

Date

Information supplied will be used for registered purposes under the Data Protection Act 1998.

The completed form must be returned to the Admissions Service at The Woolwich Centre, 35 Wellington Street, London SE18 6HQ or emailed to [school-admissions@royalgreenwich.gov.uk](mailto:school-admissions@royalgreenwich.gov.uk)



**ROYAL** *borough of*  
**GREENWICH**

**Children's Services**

Admissions Service

The Woolwich Centre

35 Wellington Street

London SE18 6HQ

[school-admissions@royalgreenwich.gov.uk](mailto:school-admissions@royalgreenwich.gov.uk)

Contact Centre: 020 8921 8043