

Please complete the application form clearly in BLOCK CAPITALS. To help us deal with your application as quickly as possible, please answer all the questions. **Regrettably, we will have to return the form if you leave any question unanswered, or do not provide the proofs we ask for. This will delay offering a school place for your child.**

Note 1. Date of birth. Please help us by making sure that you give the right date of birth for your child as this ensures that s/he is placed in the correct year group. If your child has not attended a Harrow school before, please provide proof of date of birth. This can be your child's birth certificate, passport, or appropriate immigration papers. You will need to supply good photocopies of documentation to verify date of birth. **If you do not provide proof of date of birth your application is not complete and cannot be processed. This will delay offering a place for your child.**

Note 2. Which schools are you applying for. Please list up to three schools in order of preference. You may give reasons for your preference, including any religious or philosophical reasons, by putting these on a separate sheet of paper and then attach it to the application form. Please note: only reasons that relate to the Council's admission rules* can be taken into account when allocating places.

Note 3. Date school place required between 1 Sept 2008 and 20 July 2009

Please give the date you would like your child(ren) to start school. School places must be taken up within 14 days of the offer letter. If your child(ren) does not start school within 14 days of the offer this will be withdrawn. If you apply early for a school place the form may be returned to you or held until nearer the required start date. If you are applying for a place at the start of a school term please note the following dates:

	Forms available	Closing date	Offer letter posted date
Autumn term (September 2008 start)	After 6 May 2008	6 June 2008	By 14 July 2008
Spring term (January 2009 start)	After 3 November 2008	1 December 2008	By 19 December 2008
Summer terms (April 2008 start)	After 2 February 2009	2 March 2009	By 27 March 2009

Application forms received after the closing date will not be considered until all other applications have been dealt with. This could mean that your child will not be offered a school place until after the start of term.

Note 4. Address - Please give the address where your child(ren) normally live. For this address to be used, your child must be living there at the time of application / closing date for applications (whichever is applicable) and you must provide proof of address. If you live at a different address please provide details and reasons for this. Please provide a copy of your current council tax bill. If you are registered to vote, please provide electoral registration confirmation. If you are receiving housing benefit, please provide a letter from the council. If you have recently moved or are buying a property please provide a letter from your solicitor confirming date of completion of house purchase. If you are renting a property, please send one of the following: a letter from the housing department/housing association, a letter confirming receipt of housing benefit or a copy of a tenancy agreement for tenancy arranged through a letting/estate agent, housing association or solicitor. Private/informal tenancy agreements cannot be accepted. You will need to supply good photocopies of documentation to confirm your address. **If you do not provide required proof of address your application is not complete and cannot be processed. This will delay offering a school place.**

Note 5. Special Educational Needs

If your child has special educational needs please answer all the questions. This will ensure that your child's special needs are taken into account when offering a school place. For all children with special educational needs we will have to liaise with the Special Educational Needs Assessment & Review Service and there will be a delay in offering a school place while we seek advice about whether any special provision is required to meet your child's needs.

Note 6. Change of School. If you have not moved, but are asking for a school transfer, please give **full** reasons for requesting a change of school. Please add extra information on a separate page if needed and attach it to this form.

Note 7. Previous Schools. To ensure we have full details about your child's previous education, it is important to give details of **all** schools your child has attended. Please give the full name, address and dates attended - use a separate sheet if necessary.

ADMISSION ARRANGEMENTS FOR THE 2008/2009 ACADEMIC YEAR.

*With this form you should receive a Guide to Primary Schools in Harrow 2008/2009, which gives full details of the admission arrangements, including the admission rules. Please read the information in the booklet carefully before completing the application form. If you have not received the booklet, please contact Access Harrow (020 8424 1680) or visit www.harrow.gov.uk

APPLICATION FOR A HARROW COMMUNITY PRIMARY SCHOOL 2008/2009

Please **do not** use this form for Harrow faith schools. Application forms for faith schools can be obtained direct from individual schools

Office
Use Only

1. Child's Details

FIRST NAME	LAST NAME	GIRL/ BOY	DATE OF BIRTH (Please read Note 1)
Where does child currently live?			
Post code:		Date moved to this address:	
Council tax reference number for above address			

2. Which schools are you applying for? (Please read Note 2)

1	2	3
When do you want your child to start school? (Please read Note 3)		

3. Parents/Carers Details (Please read Note 4)

Parent/Carer Title (Please circle) Mr Mrs Miss Ms First name

Surname Your Relationship to child

Address if different from child's Postcode When did you move to this address:

Reason child lives at different address

Home Tel no. Daytime Tel no. Mobile Tel no.

4. If you are moving house (Please read Note 4)

New Address Postcode When will you move to this address:

Are you buying the property Renting the property Living with relatives/friends

5. Do sisters/brothers attend a school you have applied for? If yes, please give details

Name Date of birth

6. Special educational needs (Please read Note 5)

Does your child have a Statement or is your child being assessed for a Statement under the Education Act 1996? YES NO If yes, please answer all the questions below. All other applicants go to Question 8

Name of child (if more than one on the application form)

Brief description of special educational needs

Please provide contact details of Local Authority responsible for your child:

Contact name	<input type="text"/>	Local authority	<input type="text"/>
Contact number	<input type="text"/>		

7. Applications for more than one child. If the schools you want do not have places for all your children please tick **one** of the boxes below to let us know what you prefer. If you do not tick either box, it will be assumed that you want your children to go to the same school. If you appeal, the Panel will be advised this was your decision

Do you want your children to go to the same school? This would mean you would not be offered a place at a school for which you have applied as it does not have places for all your children

Would you let your children go to different schools? This means you would be offered a place for one child at a school you have applied for but the others would be offered schools you may not have applied for.

8. Children looked after

Is the child in the care of a local authority? YES NO

If yes, please state which Local Authority and provide a letter confirming child's status as a Child Looked After

9. Medical claim

Are there medical reasons for seeking a place at preferred school YES NO Please read the information in the Guide to Primary Schools before making a medical claim

Usually medical claims will only be considered for the school closest to home. Supporting evidence from a consultant must be sent with this form. Please tick box to confirm consultant's letter attached to this form

10. Other information

How long has child lived in the UK?

Which languages are spoken in your home?

Does your child speak English? If yes, say how well.

11. Change of school if you have not moved house (Please read Note 6)

If you do not fill in this section we will have to return the form and this will delay offering a school for your child.

WHY DO YOU WANT YOUR CHILD TO CHANGE SCHOOL? Please give as much information a possible. You can use a separate sheet if necessary.

12. Previous schools (Please read Note 7)

Please give details of all schools your children have attended including all schools attended whilst abroad

Dates attended	Name of school	Address	Reason for leaving
From: To			
From: To			
From: To			
From: To			

PLEASE MAKE SURE YOU READ AND SIGN THE DECLARATION ON THIS PAGE. IF YOU DO NOT THE FORM WILL HAVE TO BE RETURNED AND THIS WILL DELAY OFFERING YOUR CHILD A SCHOOL PLACE.

13. Declaration and Signature of Parent/Carer

I declare that the information given on this form is correct in every respect.

I have read the information in the Guide to Primary Schools and on the front of this form, and I authorise Harrow Council to obtain such verification as they require.

I understand that any false statement made on the form may make this application void and may result in any school offer being withdrawn.

I confirm I have attached the required proof of date of birth and address as follows. I understand that if I tick the other/none box this means my application is not complete and this will delay offering a school place for my child.

Please tick box to show what confirmation you have provided. You do not need to send original documents but please make sure photocopies are clear and easy to read.

CONFIRMATION OF DATE OF BIRTH		CONFIRMATION OF ADDRESS		FOR OFFICE USE ONLY
Birth certificate		Current council tax reference number provided on Page 2.		
Passport		Current council tax bill in applicant's name		
Immigration papers		Electoral registration		
		Solicitors letter confirming completion date		
		Tenancy agreement from letting/estate agent		
		Letter from Housing Department/ Association		
		Letter confirming receipt of Housing Benefit		
Other		Other (If you are not sure about what proof to send – ring 020 8424 1680 for help)		

I understand if I have not completed all the questions or provided the correct documents to confirm date of birth and address, the application is not complete and this will delay offering a school place for my child(ren).

Parent's/Carer's Signature

Date

**PLEASE RETURN THIS FORM TO:
 ADMISSIONS SERVICE, CHILDRENS SERVICES
 CIVIC CENTRE, STATION ROAD
 HARROW HA1 2UW**

Telephone Number: 020 8424 1680

Data Protection Act 1998: Under the provisions of the Data Protection Act, the Council may use the information you give on this form