

**Oxford Diocesan Schools Trust**

Governor Services

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| Diocesan Church House  North Hinksey Lane  Oxford  OX2 0NB  |
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| **IN-YEAR APPLICATION FORM FOR ADMISSION**  | **<ODST** | **> SCHOOL**  |

Please read the school’s admission policy and fill out and return the supplementary information form (if appropriate) together with this in-year application form.

Please complete in **CAPITAL LETTERS** and return to the Chair of Admissions at the School as detailed below.

# <School Address>

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| Section 1: Child’s details  |  |
| Legal Surname[[1]](#footnote-1)  |   | First Name  |   |
| If your child is known by a different surname, please state it here  |   | Middle Names  |   |
| Normal Home Address (this is the address at which your child normally lives, see School Admission Policy for details)  | Male or Female  |   |
|   | Date of Birth (dd/mm/yy)  |
|   | Day  | Month  | Year  |
|   | Postcode  |   |   |   |   |
| Name and address of current (or most recent) school/nursery  |    If no longer attending, please give last date of attendance  |  |
| Telephone number of school/nursery  |   |  |

If you are moving to the area, you can apply in advance of your move. You MUST provide proof of your move as follows:

1. Evidence that you have sold, or are in the process of selling, your previous property, or that a previous lease agreement has expired.
2. Confirmation that your house purchase is legally binding (in other words, you have already exchanged contracts and have a confirmed date for completion) or
3. A formal lease agreement of at least six months.

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| Section 2: Your details  |
| The first part of this section should be completed with the details of all the parents/carers living at the address shown in Section 1 who have parental responsibility for the child. You may also give us details of any other adults(s) who has/have parental responsibility for the child.  |
| Name(s) of parents/carers living at home address above  |   |

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| Relationship(s) to child  |   |
| Email address:  |  Name: Email:  |
| Home/Day time telephone number  |   |
| Alternative telephone number(s)  |   |
| If another adult has parental responsibility but does not live at the same address as the child, please provide their details  | Name: Address:  Telephone Number:  Relationship to the child  |
| Is your child currently, or has s/he previously been a Looked After Child (formally adopted or a child in care of a Local Authority)?  | Yes/No If the child is supported by a Social Worker please give details.  Social Worker name:  Contact details:  Local Authority:  |
| Are you or your partner a serving member of the Armed Forces or a Crown Servant?  | Yes/No If yes please provide details  |
| Does your child have any brother or sisters attending to the school? (See definition of siblings in the school’s admission policy)  | Yes/No If yes, please give details of siblings’ name(s) date(s) of birth and year group(s)  |
| Does your child have any brother or sisters applying to the school?  | Yes/No If yes, please give details of siblings’ name(s) date(s) of birth and y ear group(s)     |
| Are you applying with a Christian church connection? (Supplementary Information required)  | Yes/No    Church Attendance form attached  |
| Section 3: Reason for request for admission  |
| Are you applying because you are moving into the area?  | Yes/No If yes, please ensure you have provided evidence of your move as requested above  |
| Is your child transferring from another local school?  | Yes/No If yes, please give the details  |
| Section 4: Education  |
| Which year group is your child currently in?  |   |
| Does your child hold a statement of special Educational Need (SEN) or Education Health & Care Plan?  | Yes/undergoing assessment/No Please give details as appropriate  |
| Section 5: Further Information  |
| Is there anything else you think we need to know to process this application?  |        |
| Section 6: Parental Declaration (Please tick to confirm)  |
|   I certify that I have parental responsibility for the child named in Section 1, and that this application has the agreement of all parents/carers listed in section 2   I confirm that the information I have provided is to the best of my knowledge correct and up to date. I understand if I give any false or deliberately misleading information on this form and/or supporting papers or without any relevant information, this may lead to the withdrawal of an offer of a school place for my child   I hereby authorise the school to contact my child’s previous school/nursery if required   I have read and understood the school’s Admission Policy  Signature of Parent/Carer: Date:   |
|  **Information supplied will be used for registration purposes under the Data Protection Act 1998**  |
|  Once completed you should return this form, with any supplementary paperwork to: The Admissions Secretary,<CONTACT DETAILS>         If you have any questions please contact <NAME> on <TELEPHONE NO.>:   |

1. As entered on the child’s birth certificate, adoption certificate or change of name deed-poll [↑](#footnote-ref-1)