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| **Oxford Diocesan Schools Trust**  Governor Services |  |
| Church House Oxford 🞄 Langford Locks🞄 Kidlington 🞄 Oxford 🞄 OX5 1GF | |
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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 Admissions Secretary/Governor at <ODST> School as detailed below.

<*School Address*>

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| Section 1: Child’s details | | | | | | | | | |
| Legal Surname[[1]](#footnote-1) |  | | | First Name1 | |  | | | |
| 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 |  |
| 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) |
| Where applicable, are you applying under any faith-based criteria? (Supplementary Information may be required – see admission policy) | Yes/No  Supplementary information 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)