



In-year Application for Admission

A separate form will need to be completed for each child requiring admission.

The school may need to contact your child's previous school(s) for records on your child's educational history. This will be used to decide if your child should be considered under the Fair Access Protocol, which identifies applications for vulnerable children and those with potentially challenging behaviour.

Child's details		
Child's Legal Surname:		First Names:
Date of Birth:	Male/Female:	Current Year Group:
Child's Current Home Address:		New address and date of move, if applicable:
Postcode:		Please provide proof of new address – a signed tenancy agreement or exchange of contracts letter
Home Telephone Number:		Mobile Number:
Email Address:		
Requested date of admission:		

Parent/Guardian	
Surname:	First Name:
Surname:	First Name:

Names and dates of birth of all siblings on roll at St Wilfrid's:	
Name:	Date of Birth:
Name:	Date of Birth:

Church attendance:		✓
Oversubscription Criterion 3 Do you regularly attend the churches of:	St Wilfrid's	
	The Ascension	
	The Presentation	
	St Richard's	
Oversubscription Criterion 4 Do you regularly attend a place of Christian worship other than those above, in membership of:	Churches Together in England and Wales	
	The Evangelical Alliance	
	The Sussex Gospel Partnership	
Please give the name of the Church:		

If you wish to apply under oversubscription Criteria 3 or 4 please also complete and return the In-Year Supplementary Information Form

Fair Access Protocol:

This information is needed to assess whether your child should be admitted to a school under the Fair Access Protocol. This could include placement in a school which is full. In order to support your child and schools, the Admission Authority is required to participate in the Fair Access Protocol and have a process for ensuring that pupils who may be vulnerable, or find a school setting challenging, are offered a suitable school place as quickly as possible.

If any of the following apply please tick below and provide details, and/or supporting evidence, in addition to this form:

Tick	Description
	Children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the Protocol
	Children living in a refuge or in other Relevant Accommodation at the point of being referred to the Protocol
	Children from the criminal justice system
	Children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education
	Children with Special Educational Needs (but without an Education, Health & Care Plan), disabilities or medical conditions
	Children who are carers
	Children who are homeless
	Children in formal kinship care arrangements (As evidenced by either a child arrangement order not relating to either birth parent or a special guardianship order).
	Children of, or who are, Gypsies, Roma, Travellers, Refugees and Asylum Seekers
	Children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol in accordance with paragraph 3.10 of this Code
	Children for whom a place has not been sought due to exceptional circumstances (West Sussex has agreed that this will be for children where an Attendance Order has/is being served).
	Children supported by the Youth Offending Team or returning from the criminal justice system
	Children who have been out of education for 4 or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered and this has not been accepted.

Most recent school attended

Parents should think carefully before requesting a change of school that is not related to a change of address. Parents are encouraged to discuss the application fully with the current school to see if any issues or concerns can be resolved.

School name	School address, phone number & email address	Dates attended	
		From (mm/yy)	To (mm/yy)

Permanent exclusion from school

If your child has been permanently excluded from one or more schools, please provide details below:

School name	School address, phone number & email address	Date of permanent exclusion

Children Looked After

(Please complete this section if the child is currently Looked After by a Local Authority)

Responsible Social Worker's name:
Contact telephone number:
Responsible Authority:
Contact numbers for current placement (if appropriate):

Previously Looked After Children now Adopted in the United Kingdom (or became subject to a residence order or special guardianship order) immediately from care.

Local Authority responsible for Adoption (or residence order or special guardianship order):
Proof of Adoption (or residence order or special guardianship order) please supply copy of court order:
Date of Adoption (or residence order or special guardianship order):

Children in state care outside England who ceased to be in state care as a result of being adopted.

Country:
Please confirm details of relevant authority, social worker/contact details:
Date of Adoption:

Part 3: To be completed by all applicants

Your application may be delayed if not completed in full.

Private fostering

If you are caring for someone else's child for more than 28 days, you do not have parental responsibility for them and you are not a relative such as a grandparent, brother, sister, uncle or aunt (whether full blood, half blood or by marriage or civil partnership) or step-parent, you may be private fostering. It is a legal requirement that you contact West Sussex County Council on: 01403 229900 or email: MASH@westsussex.gcsx.gov.uk

Are you privately fostering this child?	Yes	No

Parental Declaration

In submitting this application to St Wilfrid's Church of England Primary School I confirm that I am the parent of this child under Section 576 of the Education Act 1996 and that all the information given is legal and true. I understand that I must notify the school of any change in my circumstances. I understand that any offer of a place made as a result of this application may be withdrawn if I give false information or fail to notify the school of any changes.

St Wilfrid's Church of England Primary School use personal data in line with our Privacy Policy. The school respects your privacy and is committed to protecting your personal data. We comply with the Data Protection Act 2018 and the General Data Protection Regulations EU 2016/679) (GDPR). For further information, see our Privacy Policy on our website. A paper copy of the Privacy Notice can be provided upon request.

Signed:	
Print Name:	Title:
Date:	
Relationship to child:	
Home Tel No:	Work/Mobile:
E-mail address:	

Please return the form and any evidence to support the application to:

The Admissions Secretary, St Wilfrid's Church of England Primary School, Eastern Road, Haywards Heath, West Sussex RH16 3NL, or by email to office@stwilfrids-hh.school

Governors welcome applications for admission to the school. The over subscription criteria will be applied to all applications. Places will be offered in accordance with the over subscription criteria which are available in our Admissions Policy on the school website.

If you require further guidance, or this information is needed in an alternative format, please contact the school on telephone number 01444 413707 and we will try to meet your needs.

More information regarding moving schools is available on the West Sussex County Council website [Moving school - West Sussex County Council](#)

Office use only

Date Received	
Considered by	

PLACE OFFERED	PLACE NOT OFFERED
Date Offered:	Was a place available?
Accepted Date:	Was the child eligible?
Start Date:	Have they joined the waiting list?
Refused Date:	Date parent/guardian informed why they have not been offered a place and been advised of their right of appeal:
Reason for Refusal:	Notes: