

## FOR OFFICE USE ONLY

Sibling name Sibling date of birth Address System Approved 

# In year application for Merton schools

- **This form must only be completed for Merton schools.** If you wish to apply for schools outside Merton, please obtain an application form from the school.
- **Please ensure that your form is fully completed. If your child's previous school is within the UK, please ensure that the school have completed section 8 before you submit your form. Incomplete forms, especially those where section 8 has not been completed, will be returned.**
- Consider each school's admissions criteria and vacancy position before naming them as a preference. Further information on the application process can be found on our website: [merton.gov.uk/admissions](http://merton.gov.uk/admissions).
- **You must sign the declaration at the end of section 7.** Failure to do so may, at the very least, delay the application.
- The order in which you name your preferences will not be shared with any schools before admission decisions are made.
- A copy of your application may be made available to a school in the event of an appeal being lodged at a later stage.
- If applying for a transfer, this will not be agreed as an alternative to a permanent exclusion from the current school. Transfer requests will normally be deterred unless there is clear and agreed benefits for the child.
- **Please return this form to School Admissions, London Borough of Merton, Civic Centre, Morden, SM4 5DX. If you are not a Merton resident, please include proof of your address, for example a council tax bill.**
- If you would like any advice on completing this form, please contact School Admissions on 020 8274 4906.

## Section 1 – Your child

Child's surname		Date of birth
Child's first name	Child's middle name	Gender (please tick) Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Child's home address		
Postcode		
Date moved to this address	Date the child moved	

Child's previous address	
Postcode	
Date left this address	

## Section 2 – Parent or carer details

If you are not the child's mother or father you will need to supply documentation confirming your status as legal guardian.

<b>Parent 1</b>			
Title		Surname	
		First name	
Relationship to child	Home phone number	Work phone number	Mobile phone number
<b>Parent 2</b>			
Title		Surname	
		First name	
Relationship to child	Home phone number	Work phone number	Mobile phone number
<b>Address</b> (if different from the child's address)			
Postcode			
<b>Email address</b>			

## Section 3 – Your child's educational history

Does the child have a statement of special educational needs or an education, health and care plan (EHCP)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the child been receiving SEN support (School Action or School Action Plus)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the child currently, or previously, the subject of a Child Protection Plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have any agencies been working with the child (e.g. Soc Svs, CAMHS, Jigsaw etc)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the child in the care of a local authority (LAC) or were they in care prior to adoption?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the child been excluded?	<b>Fixed term?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Permanently?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

If you have ticked yes to anything above, please provide further details in section 6.

Please list all schools the child has attended, **including schools in other countries**, giving the name address and telephone number. You may continue on a separate sheet if necessary.

<b>School name and address</b>	Date started	Date left
Still attending? <input type="checkbox"/>		
<b>School name and address</b>	Date started	Date left
<b>School name and address</b>	Date started	Date left

## Section 4 – My preferred schools

You must list all Merton schools (not private schools) for which you are applying. **You may apply for up to three schools.**

<b>Preferred school 1</b>	<b>Sibling</b> Details of sibling already attending this school
	Name _____ Date of birth _____ Year group _____
<b>Preferred school 2</b>	<b>Sibling</b> Details of sibling already attending this school
	Name _____ Date of birth _____ Year group _____
<b>Preferred school 3</b>	<b>Sibling</b> Details of sibling already attending this school
	Name _____ Date of birth _____ Year group _____

Do you require the school place immediately?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, when would you like the child to start?	Date _____

**Please note that we cannot ‘hold’ places for pupils. A child will normally be expected to start as soon as the place is available. However, you can apply for the start of a new term during the final weeks of a previous term.**

Are you awaiting the outcome of applications for schools outside Merton? Please list below:

## Section 5 – Children from overseas

Please complete this section if the child has entered the UK in the last 12 months or has just returned from an extended holiday. You will need to supply passports for each parent and child and any appropriate visas before your applications can be processed. If these are not available, please contact School Admissions for advice. Please note that if you and your child are not UK citizens returning to the family home, you must both be resident in the UK and the child able to take up the place immediately before an application can be made.

Please give the child's date of entry to the UK	Please give the child's country of origin
How long will the child live in the UK?	What is the child's first language?
Does the child speak English? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you speak English? <input type="checkbox"/> Yes <input type="checkbox"/> No
If English is the child's second language, will they need help with this in school? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you or the child asylum seeking? <input type="checkbox"/> Yes <input type="checkbox"/> No

## Section 6 – General information

Is there any other information that you feel may assist in placing your child, including details of any support the child may have received in their previous school (for example for educational, behavioural or emotional issues), or the reasons why you are requesting a change of school? Please attach a separate letter if required.

## Section 7 – Declaration and signature of parent or carer

### I certify that:

- I wish to make an application to the schools listed in section 4, which I have ranked in my order of preference.
- I am the person with parental responsibility for the child named in section 1 and we live at the address named in section 1.
- The information I have given is true to the best of my knowledge and belief.
- I will notify the London Borough of Merton School Admissions Team of any changes to the details on this form as soon as they occur.
- I have arranged for section 8 to be completed by the current or previous school (where this is within the UK) and have read the contents.

### I understand that:

- Any false, deliberately misleading or withheld information may render this application invalid and could lead to the withdrawal of an offer of a place at school for my child and may lead to legal proceedings against me.
- The child's address must be that of the child's permanent residence.  
You may not give the address of a relative or carer unless they have legal custody of the child. Where parents are separated and share custody, the parent with whom the child spends most of the school week should make the application. If the parent making the application lives at a different address, a letter of explanation should be given and signed by both parents. The home address will normally be considered to be the address where Child Benefit is payable. An application can only be made from a single address and only one application can be made for each child. It is not acceptable for a family to use a temporary address, rented or otherwise, to secure a place of their preference.
- Merton Council officers will check my address against their records and reserve the right to seek evidence from parents, Council records, primary schools or any other source deemed appropriate. They may also make a home visit and refer cases to the borough's investigation officers.
- The details of your application and outcome may be shared for health, safeguarding and appeals reasons.
- Merton Council may ask other agencies, organisations, local authorities or government departments for information they have about me to:
  - Make sure the information on this form is accurate;
  - Prevent and detect crime; and
  - Protect public funds.

**Please check that all sections have been completed before signing and returning this form.**

Signature of parent or carer

Date

The London Borough of Merton's Data Protection Officer is the data controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you or the way we use the information, you can call **020 8274 4901**. Please ensure that you are aware of the current postage rates. Royal Mail will not deliver if insufficient postage is paid.

**Important: If your child's current or previous school is within the UK, please ensure that the school has completed section 8 before you submit this form.**

## Section 8 – School background information

**Important: This section is to be completed by the current or previous school. Parents or carers should arrange for this section to be completed by the current or previous school before submitting the application.**

The following pupil is being considered for a placement within Merton following either a school application or a permanent exclusion. In order that an appropriate placement can be made, please can you complete this form, then return to the parent.

<b>Pupil name</b>	<b>Pupil date of birth</b>
<b>Pupil UPN</b>	<b>Pupil Premium/Free School Meal eligibility</b> Yes <input type="checkbox"/> No <input type="checkbox"/>

### (a) SAT results

KS2	KS3
English	English
Maths	Maths
Science	Science

### (b) Courses studied (years 8 to 11)

	Y/N	Examination board	Current level	Predicted level (KS4)
English language				
English literature				
Maths				
Statistics				
Single science				
Double science				
Chemistry				
Biology				
Physics				
History				
Geography				
Art and design				
Design and technology				
Physical education				
French				
German				
Music				
Others				

### (c) Special Educational Needs

Is the child on the SEN register?  Yes  No

If yes, what stage and category

### (d) Exclusion history (if no exclusions please mark as n/a)

Dates	Length	Reason
to		
to		
to		
to		
to		

### (e) Attendance

Please give the total number of sessions absent (to the date this form is completed) for:

Current academic year \_\_\_\_\_ Previous academic year \_\_\_\_\_

What may have affected attendance?

### (f) Involvement of other services

Please indicate if the child has received support from the following:

Social Services     
  EAL support     
  Health visitor     
  Youth offending  
 CAMHS     
  Behaviour support     
  CASA/TAF/TAC (please attach a copy)  
 Others (please state): \_\_\_\_\_

If no other services have been involved, please indicate by ticking this box

Is the child LAC?  Yes  No

If yes, please state which local authority:

## **(g) General questions**

What are the reasons for the transfer request or the reasons for leaving? If not as a result of a change of address, how do you believe a change of school will make a difference to any current issues?

What strategies have been put in place to support the pupil in your school?

If none, please indicate by ticking this box

What strategies would you advise the receiving headteacher to put in place?

If none, please indicate by ticking this box

Please give details of any grievances against the school in the last year. How they were resolved?

If none, please indicate by ticking this box

Are there any educational or behavioural areas of concern not already covered that would be relevant when considering appropriate provision for this pupil?

If none, please indicate by ticking this box

Is there any other information to enable us to consider appropriate provision for this pupil (e.g. domestic situation, other external factors, known gang associations etc)?

If none, please indicate by ticking this box

Thank you for completing this form. Please give your details below should we require any further information to assist with this application.

Name	
Telephone	Email

**Please return this form to the applicant**

REF: 49.23

**Section 8 to be completed by the current or previous school**