



# In-Year Application Form

## St Francis Catholic Primary School

For those seeking admission to any year group, Reception – Year 6

Please complete this form and the Supplementary Information Form (SIF) and return both to Admissions at the school ([l.ringshaw@stfrancisprimary.org](mailto:l.ringshaw@stfrancisprimary.org)). Please refer to the \*school Admissions Policy before completing this form. (\*Available on the school website).

1. Child's Details			
The legal surname is the one on your child's birth certificate, adoption certificate or change of name deed poll. Please let us know if your child uses a different surname on a day-to-day basis.			
Legal surname		First Names	
Date of Birth		Male/Female	Current Year Group:
The address on this application form should be your child's normal home address at the time of application. Please provide a recent Council Tax statement or Utility bill to show that you currently live at this address.			
Current Home Address:		New Home Address (if moving house)	
		Move In Date:	
Name and address of current (or most recent) school:			
Date of last attendance:			
Date admission required:			



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If you are moving into the area, you can apply for a school place prior to your move. You must provide proof of the move as follows:

Evidence that you have sold or are in the process of selling your previous property or that a previous lease has expired

- Confirmation that your house purchase is legally binding – that you have exchanged contracts and have a confirmed date for completion.
- A formal lease agreement of at least 12 months duration

2. Your Details		
Name(s) of parents/carers living at the home address with parental responsibility (See Admissions Policy for details)	Title: Forename: Surname:	Title: Forename: Surname:
Relationship to child		
E-Mail Address		
Telephone Number		
If there is another adult who has parental responsibility for the child but lives at a different address, please provide details	Title: Forename: Surname: Relationship to child	Telephone Number:  E-Mail:

If any of the following applies to your child please indicate below and provide any relevant documentation so that your application is considered appropriately.

		Yes	No
1	Is your child a baptised Catholic?		
2	Does your child have an EHCP?		
3	Are you applying on behalf of a child in care; a 'looked after child' (see Admissions Policy). Please provide details.		



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4	Does your child have exceptional medical or social reasons for applying to St. Francis Catholic Primary School? Please provide full details as required in the notes attached to the Policy.		
5	Does your child have a sibling who is currently on roll at St. Francis Catholic Primary School.		
6	Are you or your partner a member of the Armed Services?		
7	Does your child have a Special Educational Need?		
8	Has your child been absent from school for a total of more than 4 weeks in the last year? *		
9	Has your child ever been given a fixed term exclusion from school?*		
10	Has your child ever been permanently excluded from school?*		
11	Have you or your child had contact with the Educational Welfare Officer or Social Services?*		

If you have answered yes to any of the \* questions, please provide further details:

Please indicate the reasons why you would like your child to attend St Francis Catholic Primary School and tell us anything else you think that will support your application.



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### **Parental Declaration:**

I certify that I have parental responsibility for the child named in Section 1, and that this application has the agreement of all parent/carers listed in section 2.

I wish to make an application to St. Francis Catholic Primary School and have read and understood the school's Admissions Policy.

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 withhold any relevant information, this may lead to the withdrawal of an offer of a school place for my child.

I hereby authorise the governing body to contact my child's previous school if required.

I enclose:

- a) supporting evidence, if applying for a looked after child
- b) supporting evidence, if applying under social/medical grounds
- c) If I am moving house, confirmation that my house purchase is legally binding or a formal lease agreement and evidence that I have completed the sale of, or ceased rental at my previous property. I have also enclosed a copy of a utility bill or current council tax statement to prove that I am living in my new property.
- d) If I am new to the UK, evidence that we are entitled to remain in the UK.
- e) Supplementary Information Form (SIF) together with any required supporting documentary evidence

Signature of Parent/Carer
Date:

***St Francis Catholic Primary School is committed to protecting the privacy and security of personal information.***

***Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing a privacy notice. Please see St Francis' Privacy notice on the school website.***

Once completed you should return this form and the relevant documentation to:  
Admissions, St. Francis Catholic Primary School, Parsonage Lane, Windsor, SL4 5EN  
or by email to: [l.ringshaw@stfrancisprimary.org](mailto:l.ringshaw@stfrancisprimary.org)