

Proposed Application Form (In Year) for Admissions in Academic Year Sept 2024 - July 2025



St John's Church of England Primary School
32 Clarendon Road, Watford WD17 1JJ
office@watfordstjohns.org
01923 255017
watfordstjohns.org

This is an application for In Year admission to our school. Please complete this form using black ink and BLOCK CAPITALS. Completed forms must be returned as soon as possible, as places are allocated as soon as they become available. It should be returned by scanning the signed form and emailing it to office@watfordstjohns.org. We will also accept forms sent to the above postal address, but these will not be processed during school holidays. We also require proof of your current address. Further details are shown overleaf. We will confirm that we have received your application by email, where an email address has been supplied. Places are allocated in accordance with the school's oversubscription criteria. You do not need to complete a SIF for an In Year Application. You can read the Admissions Policy for 2024-25 on our website watfordstjohns.org

Section 1: Child's details

| | | | |
|--|--|-----------------------------------|-------------|
| Surname/Family name: | | Date of Birth: | |
| Forename(s): | | Twin or multiple birth? | YES/NO |
| Child's current home address: This must be the address where the child lives for the majority of the week. | | Year Group applying for. | |
| | | Child's Gender | Male/Female |
| Child's Current School - Name and contact details If not currently attending school, details of the last school they attended. | | Child's current year group | |

Section 2: Your details

| | | | |
|----------------------|--|------------------------|--|
| Surname/Family name: | | Title (Optional) | |
| Forename(s): | | Relationship to child: | |
| Telephone no: | | | |
| Email address: | | | |

Section 3: Category of Application

Please tick the categories which apply to your child. We will allocate according to the priority set out in the Admissions policy (please note that this section continues on the next page).

| ✓ | Category | Action required |
|---|---|---|
| | Child has an Education, Health and Care Plan (EHCP) | We will accept your application and co-ordinate with the County Council as children with an EHCP are admitted under a separate process. |
| | Child was previously in the care of the State - for example, has been adopted | This relates to children who have previously been in the care of the State, either in the UK or Abroad. Please provide documentary evidence confirming the legal status of the child. |
| | Child has a social or medical need that can only be met by this school | Please tell us why the school would best suit your child's needs and the difficulties that would be caused if your child had to attend another school on a separate sheet and provide documentary evidence from a relevant professional e.g. a doctor or social worker. Applications under this category will be considered by the Governing Body. |

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| | |
|--|---|
| I have another child already attending this school | Please provide details of the child already attending St John's CofE Primary School and attach it to this form. |
| I work at the school and am eligible due to length of service/the role I undertake | Eligible staff as per the Admissions Policy |
| Any other applicants not eligible for the other categories | This will be based on the distance between the school and the child's current address |

Section 4: Declaration

I certify that I have parental responsibility for the child named on this form and the information is true to the best of my knowledge.

| | |
|---------|-------|
| Signed: | Date: |
|---------|-------|

Proof of Address

Please supply with your application form two documents showing your **current** address. At least one of these must be a council tax bill (dated within the last 12 months), a utility bill (dated within the last 3 months), a signed tenancy agreement or a solicitor's letter showing completion date.

If you are moving, we also need **proof of your new address**. This should be either a tenancy agreement showing the start date of the new tenancy or a solicitor's letter confirming the completion date.

You can scan or take a digital photo of your documents and send it with a form on an email to office@watfordstjohns.org or send a copy with this form to the postal address shown above.

Please note that we will only contact your current school, once an offer has been made.