

# In-Year Application

If your child has an Education Health and Care Plan (EHCP) **you do not need to complete this form**. Please contact the SEN team of your local authority that maintains the EHCP and they will contact us formally to carry out a consultation.

**IMPORTANT.** Before returning this form, check that you have:

- **Filled out Sections 1 to 6**
- **Signed the form - Section 7**
- **Enclosed the following (original) documents:**
  - 1. Proof of address**  
A most **recent** Council Tax bill, Housing Benefit letter, Tenancy agreement or a mortgage/rental statement.
  - 2. Proof that you are currently the resident at this address**  
A utility bill such as gas or electricity. This must be dated within the last 3 months.
  - 3. Proof of your child's date of birth**  
A passport, birth certificate or their NHS medical card.

Tick if you have attached any additional documents or pages that support your application

## Do you need help completing this form?

- Contact Haverstock school reception on 020 7267 0975
- Telephone the Camden Admissions Helpline on 020 7974 1625. The admissions team can advise you about which other schools in Camden have vacancies.

## Section 1 - Information about your child

**Current year group:**

**First name**

**Last name**

**Date of Birth** / /

**Gender: Male** ·

**Female** ·

**Home address:**

**Post Code:**

**Date from which school place is required:** / /

**Name of current or previous school (or write 'none'):**

**Local Authority**

**Telephone:**

**Email:**

**Name of Year Head/Class Teacher:**

Is your child still attending? Yes  No  If no, date of last school attendance:

Please state the child's first language

Child's Ethnicity:

**Is there a sibling attending Haverstock School?** Yes  No

**Name:**

**Reg**

## Section 2 - Information about Parent/Carer

Title:	<input type="text"/>	First name:	<input type="text"/>	Surname:	<input type="text"/>
Relationship to child:	<input type="text"/>	Telephone number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address:	<input type="text"/>				

Is your address different from the child's address? Yes  No

*If yes, explain why in section 6*

Do you have parental responsibility for the child? Yes  No

*We can only accept applications from a person who is legally responsible for the child*

Is your child fostered through a private arrangement? Yes  No

*\*\* You have a duty to inform the local authority if the child is fostered through a private arrangement with the child's birth family. Private fostering refers to carers who are NOT step-parents, grandparents, siblings, aunts or uncles and who do NOT have parental responsibility.*

Are you a Crown Servant applying for a school place as a result of a posting? Yes  No

## Section 3 - Why are you applying?

- My child does not currently have a place in any school**  
*Please explain why and how long your child has been out of school on **Section 6***
- A change of address/move.** Please make sure you fill out the details in **Section 1.**
- So my child can join their brother/sister (siblings).** Please give **details in Section 1.**  
*If you are applying for more than one child, please let us know.*
- My child was removed from school roll.** Please give the reasons on Section 6.
- Child has been placed in local authority care or was previously looked after.**
- Issues in current school.** Please fill out **Section 5** with details about transfers between schools.
- Other reason.** Please make a note of the details on Section 6.
- Other circumstances** *this information may help us to set in place the appropriate support for your child.*

Does your child have special education needs (but not an EHCP)? Yes  No

Is your child a young carer? Yes  No

Has your child been permanently excluded or at risk of permanent exclusion? Yes  No

Does your child have a history of attendance problems? Yes  No

***If you answered yes to any question, please make sure you provide details and any relevant documents including what additional educational needs support your child has e.g. small group teaching, TLA support, reading interventions, CAMHS therapy in section 6.***

**Section 4 - Looked After Children/Previously Looked After**

Are you:

1. A foster carer looking after a child who is in care? Yes  No
2. A parent whose adopted child was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order? Yes  No

*If you answered yes to either 1 or 2, please also provide a letter from the social worker confirming the legal status of the child and the local authority with which the child is in care or was in care. Please note point 2 only applies if the child was previously looked after in England or Wales.*

- I wish to be considered under the social/medical criteria, this is applicable for Camden community schools

*If so, you should submit supporting evidence which sets out the particular reasons why the school is the most suitable, and the difficulties that could be caused if they were to attend another school. This will normally be in the form of a letter from a suitably qualified professional, such as a doctor or social worker for example. Please note hospital appointment letters cannot be accepted as proof. If you or your child has mobility issues then you will be expected to accept a place at your nearest community school.*

**Section 5 - Transfer requests between schools**

If you are requesting a transfer from another local school, it is important for you to discuss this with the Head teacher or head of year of your child's present school **first**. Please give your reason for requesting the transfer and ask the Head teacher or head of year to sign below.

Signature of Headteacher/Head of Year :

**Section 6 – Any other information**

## Section 7 – Signature

- I certify that the information I have given on this application form is correct.
- I authorise the school or Camden Council to check the details with any relevant body.
- I understand that any false or deliberately misleading information on this form and/or supporting information may make this application invalid and could lead to the offer of a place being withdrawn.

Signature:	
Print Name :	
Date:	

### Avoid delays!

#### Check you have signed the form and enclosed your documents.

Upon completion of the form, please email to [office@haversock.camden.sch.uk](mailto:office@haversock.camden.sch.uk) or contact the reception at Haverstock School (020 7267 0975) to arrange a time for you to hand in your application and all necessary documentation (as detailed on page 1 of this form).

*Your application will be processed within 20 school days and the school will let you know the outcome.*

*This application form is only for use for applications to Haverstock school. If you are interested in other Camden primary and secondary schools they are listed on Camden's website:*

*[www.camden.gov.uk/schools](http://www.camden.gov.uk/schools) Other boroughs will have information on their websites.*

### Fair Processing

Haverstock S and the London Borough of Camden will handle the information you have provided in line with the provisions of the Data Protection Act. Haverstock school may be required to pass on the information provided in this form to the London Borough of Camden.

Any personal information will be held in confidence with only the necessary people able to see or use it. Under the Data Protection Act you have the right to make a formal request in writing for access to personal data held about you or your child. Camden has a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area.

Camden may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people.

The council has a legal obligation to protect public funds. We may therefore check, share and validate information you have provided with other departments of the authority and use third party credit reference agencies (CRA) to verify this information and to prevent fraud. CRA data will only be used to verify and confirm your residency at the address you have provided. Please note that places offered on the basis of fraudulent or intentionally misleading information will be withdrawn. Your statutory right of appeal will not be affected.

**If no school place is offered to your child and they are not currently in school please make a referral to Camden's Child Missing Education Officer on 020 7974 4596**