

Roding Valley High School: Mid-Year Admission Application Form



Section One: Student Details						
Surname:						
Middle Name(s):						
First Name:						
Date of Birth:		Gender		Female		Male
Name of Current School Attending or last school Attended:						
Town and Postcode of Current School:						
Is the student currently attending School?		Yes	No	If No, please specify Date of last attendance:		
If this student is known by another Name, Please Specify						
Home Address:						
					Postcode:	
Please attach proof of address, for example copy of the Tenancy Agreement, Council Tax or Utilities Bill with this application.						
Section Two: Parent/Carer Details:						
Title (Miss, Mrs, Mr, Ms.):	Name:		Surname:			
Relationship to the Child:			Mobile Number:			
Home Number:			Work Number:			
Email Address:						
Section Three: Reasons for Changing School						
Please specify the Reason for Changing Your Child's School below, for example moving home, permanent exclusion or other reason:						
Preferred Date of Admission:						
If you are moving into the area, please provide the new address, If different from Section One and the date of the move below:						
Address:						
					Postcode:	
If you have moved or will be moving please attach proof of address, for example copies of the tenancy agreement or contract.						



Have you discussed your reasons for wanting a different school with your child's current school?		Yes		No	
Please specify who you have spoken to and their position within the school:					
Section Four: School History					
Has your child attended any other Secondary School other than the one specified in Section Three ?		Yes		No	
If Yes, please provide details:					
Name of School:					
Dates of attendance:					
Reason for leaving:	Moved Home:		Permanently Excluded:		Other:
If other, please specify:					
Name of School:					
Dates of attendance:					
Reason for leaving:	Moved Home:		Permanently Excluded:		Other:
If other, please specify below:					
Is your child regularly attending School?		Yes		No	
If No, please specify the reasons:					
Section Five: School Preference					
Please state your preferred school below. You do not have to give the reasons for your preference. Any reasons given should generally refer to the School's Admission Policy.					
Section Six: Other Details					
Is the Child in Public Care (Looked After by a Local Authority)?		Yes		No	
Does the Child have a Statement of Special Educational Needs?		Yes		No	
Are there any exceptional medical reasons as to why the child should specifically attend Roding Valley High School?		Yes		No	
If the answer to any of the above questions is Yes , please attach any supporting documentation from the child's Doctor or other Healthcare Professional to this application form.					



Section Seven: Siblings

If you have another child currently attending Roding Valley High School, please provide details below:

Name of Sibling:			
Date of Birth:		Current Year Group:	

Section Eight: Other Information

If there is any other information you would like to provide, please specify below:

Section 9: Declaration

I am signing to confirm that the following is True:

- ✓ I have read the notes of guidance for the completion of this Application Form that are attached to this Application Form
- ✓ The information I have provided is true.
- ✓ I have Parental Responsibility for this child.

Name:			
Signature:		Date:	

All completed Mid-Year Admission Application Forms should be returned to the following address:

Miss Anita Hollis
 School Admissions
 Roding Valley High School
 Alderton Hill
 Loughton
 Essex IG10 3JA

Alternatively, applications can be emailed to: ahollis@rodingvalley.net

Should you require any assistance or further information, you can contact the school on **0208-508-1173**

Please remember to include the following evidence with your application:

- ✓ **Proof of Address**
- ✓ **Proof of Right to Live in the UK (Please refer to the Notes of Guidance)**
- ✓ **Medical Evidence, if Applicable.**

Data Protection Act 1998: The Personal Information collected on this form will be shared with Essex County Council for the Administration of School Admissions.



Notes of Guidance

- Please read the following Notes of Guidance carefully before completing your Application Form.
- Please note that all Application Forms **MUST** be completed in **BLACK** ink and **BLOCK CAPITALS**.

Section One: Student Details

- **Surname, First and Middle Name(s):** The names by which your child is legally known
- **Gender:** Some names are unisex, it is helpful if we can record this on our Database.
- **Current School or Last School Attended:** the name of the school, town and postcode where your child is currently on roll or the last school they attended. If your child is being educated at home, please specify 'Home Educated'.
- **Home Address:** We can only process the application from one address. The home address is considered to be the address at which your child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In all cases, we expect that the adult with whom your child 'ordinarily resident' to receive the child benefit, where applicable. If your child lives at a different address from you or at the address of another parent/carer for the majority of the school week, please provide the Parental **Responsibility Order** or **Residence Order** for the person that the child lives with. Alternatively, both parents/ carers should declare this in a letter which should be attached to your completed application form. If the address is disputed then the address of the parent/carer who claims the Child Benefit/child Tax Credit will be considered as the main residence.

Section Two: Parent/Carer Details

- Please provide the name of the parent/carer with whom your child lives at the home address on the Application Form. If you are not the parent/carer of this child, please provide evidence with your application that you have parental responsibility.

Section Three: Reasons for Changing School

- **Preferred Date of Admission:** The date on which you would like your child to start at our school.
- **Date of Move to the Area:** Please provide the date on which you will be moving into the area.
- **New Address:** If you are moving to the area, please provide details of the address to which you intend to move to. Your Application will be processed from your new address on receipt of the evidence of your move (usually a copy of the Rental Agreement or exchange of Contracts). If you are already living at the new address or have evidence to demonstrate the move is taking place, please include the evidence with your Application Form. If you are not in a position to provide the relevant evidence to demonstrate the move, the Roding Valley Admission Criteria will be applied to your application.
- **Transferring Between Local Schools:** Please state the reason as to why you wish to transfer your child from their current school to Roding Valley High School. It is important for have this information to ensure the application process runs as smoothly as possible. If your child has been permanently excluded from their last school, please contact us on **0208-508-1173**.

Section Four and Five: School History and School Preference

- **School History:** It is important for have this information to ensure the application process runs as smoothly as possible. If your child has been permanently excluded from their last school, please contact us on **0208-508-1173**.
- **School Preference:** You do not have to provide reasons for your preference and any reason provided should refer to the schools Admission Policy, a copy of which is available on the school website or a paper copy is available from the school.



Section Six: Other Details

- **Medical Circumstances:** If there are any medical circumstances that support your application, please ensure that they are clearly stated on your Application Form. The medical condition may be in relation to the child or to one or both of the parents/ carers and medical evidence from a registered Healthcare professional must be provided to support the claim. Medical evidence is considered by a Local Authority Review Panel where relevant.

Medical circumstances may only override other criteria if there are places available and will be used in accordance with the School's Admission Policy. Some school's may not take medical criteria into account at all. Foundation, Voluntary Aided Schools and Academies may give similar consideration to Admission Applications made on medical grounds, but you should contact the school if you are in doubt.

Section Seven: Siblings

- Please identify if you have any other children currently on role at Roding Valley High School. A sibling is defined as a child living at the same unit, in the same family household and address a child who is attending Roding Valley High School at the same time the application is made and with a reasonable expectation that the sibling will be attending at the time of admission. Biological siblings, who attend the preferred school will also be treated as siblings, irrespective of their place of residence.

Section Eight: Other Information

- If you feel that there is any other information of which we should be made aware, please specify this on the application.

Section Nine: Declaration

Evidence Requirements

- **Applications for Children who do not hold a full UK Passport, are not an EEA National or do not hold a Passport endorsed to show the right of abode in the UK:** Your application cannot be processed until you provide a copy of an endorsed Passport and entry Visa.
- **Parent/Carer Details:** If you are not the birth parent, you will need to provide evidence that you have Parental Responsibility for the child, for example; Evidence of Receipt of Child Benefit, Child Tax Credit, Court Order and/or a signed letter from the Birth Parent.
- **Signature:** The Application Form **must** be signed and dated by the person with parental responsibility for the child, confirming that they have read these Notes of Guidance. Unsigned Forms cannot be accepted and will be returned