

Guidance Notes

In-Year Admission 2011/2012

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Guidance notes for parents applying for In-Year admission to a primary or secondary school in 2011/12

Please read these notes before completing the application form

Introduction

Local authorities co-ordinate applications from their residents for places at all maintained primary and secondary schools and academies.

This means that you will complete ONE Common Application Form (CAF) provided by the council in which you live.

- If you live in Barnet you should complete the enclosed form
- If you live outside Barnet, you must obtain an application form from the council where you live

This form should be used to apply for a place at all schools (community schools, voluntary aided schools, foundation schools and academies), except private or independent schools.

Voluntary aided (faith) schools, and some foundation schools and academies, will also ask you to complete a Supplementary Information Form (SIF). Jewish voluntary aided schools will require you to complete a Certificate of Religious Practice (CRP). SIFs and CRPs are available from the school and can also be downloaded from the Council's website at www.barnet.gov.uk/school-admissions .

How to complete the Common Application Form (CAF)

Section 1: Child's Details

- Please enter the child's legal name as shown on their birth certificate
- The child's home address must be the child's permanent address and cannot be a childminder's or business address
- You will need to send us proof of your address (see 'What documents do I need to provide' below)

Section 2: Current/Previous School

- Please provide the full name and address of your child's most recent school, or the current school if you are applying for a transfer
- If your child no longer attends this school, please enter the date of the last day of attendance

Section 3: Reason for Application

- We need to know why your child needs a school place so that we can prioritise your application
- If you have just moved to Barnet, please tick the appropriate box and indicate where you have moved from
- If your child has been permanently excluded from another school, please enter the name of the school
- If your child currently attends a school, please give the reasons for requesting a transfer to another school
- Parents wishing to move their children between local schools will be encouraged to discuss their reasons with the current school

- We will consult the current school before arranging a transfer
- Please note that children who are taken off roll purely to secure another school place will not be given priority

Section 4: Children in Care

- If you are a foster carer looking after a child who is in the care of a local authority you must indicate this and give the name of the authority. You **must also attach a letter** from the child's social worker confirming the child's legal status as a 'Child in Care'
- Children in care have the highest priority in the admissions criteria for all maintained schools

Section 5: Social/Medical and Special Educational Needs

- If your child has a Statement of Special Educational Needs, please **do not** complete this form. Instead you will need to contact the SEN Performance Team on 020 8359 7687 or 020 8359 7710
- If your child has special educational needs but does not have a statement, you must complete this form in the normal way
- Some schools give priority to children with exceptional medical or social needs. If you believe that a particular school is the most suitable to meet your child's need, you **must attach a letter** explaining this and **also provide supporting evidence** from a doctor, social worker or other appropriate professional. Your evidence should set out the reasons why the school you have chosen is most suitable and the difficulties that could be caused if your child were to attend another school
- Please note that the medical condition of the parents of other family member or difficulties with child care because of other commitments would not normally be grounds for priority under the exceptional social/medical needs category

Section 6: Parents/Carers Details

- Please enter details of a person with parental responsibility for the child and indicate the relationship to the child
- If parents live separately, the application must be based on the address where the child normally lives. If parents share custody, please advise us in writing and give both addresses

Section 7: School Preferences

- You may list up to 3 schools in the order you prefer them
- You can include schools outside Barnet
- The DFE code should be entered for each school. This is to ensure that we have the correct school as some schools have the same or similar names. The code for Barnet schools can be found on pages 10-13 of these guidance notes. If you are applying to schools outside Barnet, please contact the council where the school is situated to obtain the DFE code
- You can enter the reasons for your preference(s) in the space provided if you wish (optional)
- If your child has a sibling who is attending any of the schools you have listed, please enter their full name and date of birth. 'Sibling refers to brother or sister and includes half, step, adopted or foster siblings, provided they live at the same address. Cousins or other relatives are **not** siblings
- Please be aware that many of our schools are already full and that if a vacancy does arise, the school's oversubscription criteria will be applied (see 'Oversubscription Criteria' on page 15 below)

Section 8: Fair Access

- Barnet Council has an In-Year Fair Access protocol. This means that children, especially the most vulnerable, are offered places at suitable schools as quickly as possible. This may mean asking schools that are full to admit an extra child
- If any of the categories listed apply to your child, please tick the appropriate box(es) and **provide written evidence** as applicable

Section 9: Checklist

- Please check that you have completed all parts of the form and that you have enclosed proof of your child's age and proof of your address
- Don't forget to enclose any additional information and supporting evidence that you want us to consider
- All voluntary aided (faith) schools and some foundation schools and academies require parents to complete a Supplementary Information Form (SIF) to provide additional information, such as a reference from your priest/minister or information needed in order to arrange aptitude tests. SIFs are available directly from the school
- Jewish voluntary aided schools will also require parents to complete a Certificate of Religious Practice (CRP). CRPs are available directly from the school

Section 10: Declaration & Signature of Parent/Carer

- You must sign and date the declaration before submitting your application

What documents do I need to provide?

- Proof of child's age, e.g. a photocopy of your child's short birth certificate
- Proof of your address:-
 - Photocopies of 2 utility bills **or** photocopies of one utility bill and your Council Tax document
 - If your address has changed within the last 2 years, you will **also** need to provide proof of purchase or rental of the **new property**, i.e. a copy of exchange of contracts or a copy of the rental agreement, **AND** proof of disposal of the **previous property**, i.e. a copy of exchange of contracts or a copy of the termination of rental agreement and a copy of the closing account from a utility company
- Please do not send original documents

What happens next?

- If you want us to confirm that we have received your application you will need to enclose stamped self-addressed envelope with your form
- If you have applied to a school in another borough, we will forward them your details
- Each of your preferences will be considered as if they were equally preferred
- If we are able to offer you more than one school, we will look at your ranking order to see which school you would prefer
- We will withdraw the application for any school that is ranked lower in your preference order than the one we offer you
- We hope to send you a letter to tell you the result of your application within 20 days of receiving it
- If it is not possible to offer you any of the schools you have chosen, we will try to offer you a place at the nearest school with a vacancy
- The offer letter will ask you to contact the school that we have offered to make arrangements for your child's admission

Waiting lists and appeals

Waiting Lists

- Waiting lists are held for all Barnet schools
- If we are not able to offer a place at a school, we will add your child's name to the waiting list
- Waiting lists are ranked according to the schools' oversubscription criteria
- The length of time spent on a waiting list is not taken into account
- Your child's position on a waiting list can go up or down
- If a vacancy arises and your child is at the top of a waiting list we will contact you

Appeals

- If you have not been offered a place at a school you have chosen, you have the right of appeal to an independent appeals panel
- No places are reserved for successful appeals so this means that any appeals allowed will increase the school's intake over their admission limit
- Each case is decided on individual merit although only **exceptional** circumstances are likely to lead to a successful appeal
- The fact that a school is single sex or a particular denomination or that schools with vacancies involve a long journey is unlikely to lead to a successful appeal
- Information about how to appeal will be sent to you with your decision letter

Barnet Schools

Primary schools

Barnet has 88 primary schools:

- 49 community schools
- 3 foundation schools
- 35 voluntary aided schools
- 1 free school

Full details of all our primary schools can be found in our booklet '*A Guide to Primary Education in Barnet*' which can be downloaded at:

www.barnet.gov.uk/schools-primary

PRIMARY SCHOOLS IN BARNET

SCHOOL	DFE Number	Address	Type of School
Akiva	302 3520	Sternberg Centre, East End Road N3 2SY	Voluntary Aided
All Saints CE N20	302 3317	Oakleigh Road North, Whetstone, N20 9EZ	Voluntary Aided
All Saints CE NW2	302 3300	Cricklewood Lane, Childs Hill NW2 2TH	Voluntary Aided
Annunciation Catholic Infant	302 3500	Thirleby Road, Edgware HA8 0HQ	Voluntary Aided
Annunciation Catholic Junior	302 3514	The Meads, Burnt Oak, Edgware HA8 9HQ	Voluntary Aided
Barnfield	302 2002	Silkstream Road, Edgware HA8 0DA	Community
Beis Yaacov	302 2079	Edgware Road, Colindale NW9 6NQ	Voluntary Aided
Bell Lane	302 2003	Bell Lane, Hendon NW4 2AS	Community
Blessed Dominic	302 3511	Lanacre Avenue, Grahame Park NW9 2AS	Voluntary Aided
Broadfields	302 3519	Roseberry Drive, Edgware HA8 8JP	Community
Brookland Infant	302 2008	Hill Top, Hampstead Garden Suburb NW11 6EJ	Community
Brookland Junior	302 2007	Hill Top, Hampstead Garden Suburb NW11 6EJ	Community
Brunswick Park	302 2009	Osidge Lane, Southgate N14 5DU	Community
Chalgrove	302 2067	Chalgrove Gardens, Finchley N3 3PL	Community
Childs Hill	302 2010	Dersingham Road, Childs Hill NW2 1SL	Community
Christ Church CE	302 3302	Byng Road, Barnet EN5 8NN	Voluntary Aided
Church Hill	302 2011	Burlington Rise, East Barnet EN4 8NN	Community
Claremont	302 3522	Claremont Road, Cricklewood NW2 1 AB	Community
Colindale	302 2014	Poolsford Road, Colindale NW9 6HP	Community
Coppetts Wood	302 2015	Coppetts Road, Friern Barnet N10 1JS	Community
Courtland	302 2016	Courtland Avenue, Mill Hill NW7 3BG	Community
Cromer Road	302 2017	Cromer Road, New Barnet EN5 5HT	Community
Danegrove	302 2073	Windsor Drive, East Barnet EN4 8UD	Community
Deansbrook Infant	302 2019	Hale Drive, Mill Hill NW7 3ED	Community
Deansbrook Junior	302 2018	Hale Drive, Mill Hill NW7 3ED	Community
Dollis Infant	302 2021	Pursley Road, Mill Hill NW7 2BU	Community
Dollis Junior	302 5200	Pursley Road, Mill Hill NW7 2BU	Foundation
Edgware Infant	302 2023	High Street, Edgware HA8 7EQ	Community
Edgware Junior	302 2022	Heming Road, Edgware HA8 9AB	Community
Edgware Jewish Primary	302 3524	Hammond Close, EN5 2RQ	Voluntary Aided
Etz Chaim		Opening September 2011	Free
Fairway	302 2024	The Fairway, Mill Hill NW7 3HS	Community
Foulds	302 2025	Byng Road, Barnet EN5 4NR	Community

SCHOOL	DFE Number	Address	Type of School
Frith Manor	302 2026	Lullington Garth, Woodside Park N12 7BN	Community
Garden Suburb Infant	302 2028	Childs Way, Hampstead Garden Suburb NW11 6XU	Community
Garden Suburb Junior	302 2027	Childs Way, Hampstead Garden Suburb NW11 6XU	Community
Goldbeaters	302 2029	Thirleby Road, Edgware HA8 0HA	Community
Grasvenor Avenue Infant	302 2030	Grasvenor Avenue, Barnet EN5 2BY	Community
Hasmonean Primary	302 3516	Shirehall Lane, Hendon NW4 2PD	Voluntary Aided
Hollickwood	302 2031	Sydney Road, Muswell Hill N10 2NL	Foundation
Holly Park	302 2032	Bellevue Road, Friern Barnet N11 3HG	Community
Holy Trinity CE	302 3304	Eagans Close, Market Place, East Finchley N2 8GA	Voluntary Aided
The Hyde	302 2074	Hyde Crescent, Hendon NW9 7EY	Community
Independent Jewish Day	302 3515	Green Lane, Hendon NW4 2AH	Voluntary Aided
Livingstone	302 2036	Baring Road, New Barnet EN4 9BU	Community
Manorside	302 2037	Squires Lane, Church End N3 2AB	Community
Martin Primary	302 3523	Plane Tree Walk, East Finchley N2 9JP	Community
Mathilda Marks Kennedy	302 5948	Hale Lane, Mill Hill NW7 3RT	Voluntary Aided
Menorah Foundation	302 5949	Abbots Road, Edgware HA8 0QS	Voluntary Aided
Menorah Primary	302 3513	Woodstock Avenue, Golders Green NW11 9SP	Voluntary Aided
Monken Hadley CE	302 3305	Camlet Way, Barnet EN5 0NJ	Voluntary Aided
Monkfrith	302 2042	Knoll Drive, Southgate N14 5NG	Community
Moss Hall Infant	302 2044	Moss Hall Grove, Finchley N12 8PE	Community
Moss Hall Junior	302 2043	Nether Street, Finchley N3 1NR	Community
Northside	302 2045	Albert Street, North Finchley N12 8JP	Community
The Orion	302 2077	Lanacre Avenue, Grahame Park NW9 5FN	Community
Osidge	302 5201	Chase Side, Southgate N14 5HD	Foundation
Our Lady of Lourdes Catholic	302 3501	Bow Lane, Finchley N12 0JP	Voluntary Aided
Pardes House	302 2078	Hendon Lane, Finchley N3 1SA	Voluntary Aided
Parkfield	302 2000	St David's Place, Park Road, Hendon NW4 3UB	Community
Queenswell Infant	302 2071	Sweets Way, Whetstone N20 0NQ	Community
Queenswell Junior	302 2072	Sweets Way, Whetstone N20 0NQ	Community
Rosh Pinah	302 3512	Glengall Road, Edgware HA8 8TE	Voluntary Aided
Sacred Heart Catholic	302 3510	Oakleigh Park South, Whetstone N20 9JU	Voluntary Aided
St Agnes' Catholic	302 3502	Thorveton Road, Cricklewood NW2 1RG	Voluntary Aided
St Andrew's CE	302 3315	The Green, Totteridge N20 8NX	Voluntary Aided
St Catherine's Catholic	302 3504	Vale Drive, Barnet EN5 2ED	Voluntary Aided
St John's CE N11	302 3307	Crescent Road, Friern Barnet N11 3LB	Voluntary Aided

SCHOOL	DfE Number	Address	Type of School
St John's CE N20	302 3309	Swan Lane, Whetstone N20 0PL	Voluntary Aided
St Joseph's Catholic Infant	302 3508	Watford Way, Hendon NW4 4TY	Voluntary Aided
St Joseph's Catholic Junior	302 3509	Watford Way, Hendon NW4 4TY	Voluntary Aided
St Mary's CE N3	302 3311	Dollis Park, Finchley N3 1BT	Voluntary Aided
St Mary's CE EN4	302 3312	Littlegrove, East Barnet EN4 8SR	Voluntary Aided
St Mary's & St John's CE	302 3521	Prothero Gardens, Hendon NW4 3SL	Voluntary Aided
St Paul's CE N11	302 3313	The Avenue, Friern Barnet N11 1NF	Voluntary Aided
St Paul's CE NW7	302 3314	The Ridgeway, Mill Hill NW7 1QU	Voluntary Aided
St Theresa's Catholic	302 3507	East End Road, Finchley N3 2TD	Voluntary Aided
St Vincent's Catholic	302 3506	The Ridgeway, Mill Hill NW7 1EJ	Voluntary Aided
Summerside	302 3052	Crossway, North Finchley N12 0QU	Community
Sunnyfields	302 2070	Hatchcroft, ff Greyhound Hill, Hendon NW4 4JH	Community
Trent CE	302 3316	Churchway, off Chalk Lane, Cockfosters EN4 9JH	Voluntary Aided
Tudor	302 2055	Queens Road, Finchley N3 2AG	Community
Underhill Infant	302 2057	Mays Lane, Barnet EN5 2LZ	Community
Underhill Junior	302 2056	Mays Lane, Barnet EN5 2LZ	Community
Wessex Gardens	302 2076	Wessex Gardens, Golders Green NW11 9RR	Community
Whitings Hill	302 2060	Whitings Road, Barnet EN5 2QY	Community
Woodcroft	302 3518	Goldbeaters Grove, Edgware HA8 0QF	Community
Woodridge	302 2054	Southover, North Finchley N12 7HE	Community

Secondary schools

Barnet has 22 secondary schools:

- 5 community schools
- 4 foundation schools
- 7 voluntary aided schools
- 2 academies

Full details of all our secondary schools can be found in our booklet '*A Guide to Secondary Education in Barnet*' which can be downloaded at:
www.barnet.gov.uk/schools-secondary

SECONDARY SCHOOLS & ACADEMIES IN BARNET

SCHOOL	DFE Number	Address	Type of School
Ashmole	302 5406	Cecil Road, Southgate N14 5RJ	Foundation
Bishop Douglass Catholic	302 5408	Hamilton Road, East Finchley N2 0SE	Voluntary Aided
Christ's College Finchley	302 4211	East End Road, Finchley N2 0SE	Community
The Compton	302 4215	Summers Lane, North Finchley N12 0QG	Academy
Copthall	302 4210	Pursley Road, Mill Hill NW7 2EP	Community
East Barnet	302 4212	Chestnut Grove, East Barnet EN4 8PU	Academy
Finchley Catholic High	302 5405	Woodside Lane, Finchley N12 8TA	Voluntary Aided
Friern Barnet	302 4003	Hemington Avenue, Friern Barnet N11 3LS	Community
Hasmonean High	302 5409	Holders Hill Road NW4 1NA / Page Street NW7 2EU	Voluntary Aided
Hendon	302 5400	Golders Rise, Hendon NW4 2HP	Foundation
The Henrietta Barnett	302 4752	Central Square, Hampstead Gdn Suburb NW11 7BN	Foundation
JCoSS	302 5427	Castlewood Road, East Barnet, EN4 9GE	Voluntary Aided
London Academy	302 6905	Spur Road, Edgware HA8 8DE	Academy
Mill Hill High	302 5402	Worcester Crescent, Mill Hill NW7 4LL	Foundation
Queen Elizabeth's (Boys')	302 5401	Queen's Road, Barnet EN5 4DQ	Academy
Queen Elizabeth's Girls'	302 4208	High Street, Barnet EN5 5RR	Community
The Ravenscroft	302 4009	Barnet Lane, Whetstone N20 8AZ	Community
St James' Catholic High	302 5407	Great Strand, Colindale NW9 5PE	Voluntary Aided
St Mary's CE High	302 5403	Downage, NW4 1AB / Sunningfield Rd NW4 4QR	Voluntary Aided
St Michael's Catholic Grammar	302 5404	Nether Street, North Finchley N12 7NJ	Voluntary Aided
Whitefield	302 4012	Claremont Road, Cricklewood, NW2 1TR	Trust
Wren Academy	302 6906	Warnham Road, North Finchley N12 9NW	Academy

Oversubscription criteria

In-Year oversubscription criteria for Barnet schools

- If there are more applications than there are places available, each school must apply its oversubscription criteria in order to decide who should have a place
- The criteria are listed in order of priority

Community Schools

- Community schools are owned and funded by Barnet Council
- The community schools have common criteria and these are set out below:
 1. Children who are in the care of a local authority under the provision of the Children Act 1989
 2. Children without a school place who the Director of Children's Service accepts have an exceptional need which the school is particularly able to meet
 3. Children who live within the school's associated geographical area* and who are without a school place because they have moved
 4. Children who have already been a pupil at the school
 5. a) Secondary

Children who, at the time of admission, have a sibling living at the same address who is a pupil at the school or has been offered a place in years 7 to 11 (or in years 12-13 if they previously attended in years 7-11 for at least one year or live within the school's associated geographical area*)

b) Primary

Children who, at the time of admission, have a sibling living at the same address who is a pupil at the school or who has been offered a place at the school, or at the linked school in the case of separate infant and junior schools

6. a) Secondary

Remaining places are offered on a geographical basis giving priority to those who live closest to the school when distance is measured in a straight line

b) Primary

Children living within the individual school's defined area, giving priority to those living closest to the school when distance is measured in a straight line

7. Remaining places are offered to children living outside the individual school's defined area, giving priority to those living closest to the school when distance is measured in a straight line. Distances are measured between the front door of the child's home and the main school gate

*For secondary schools, the associated geographical area is defined as the largest area to which places have been offered at secondary transfer during the last three years.

Tie Breaker – distance will be used as a tie-breaker within each category

Final Tie Breaker – applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order and places will be offered accordingly

Applications made on behalf of twins or triplets - When the over-subscription criteria are applied to applications made on behalf of twins or triplets, they will be selected in random order and places will be offered accordingly. This could result in one (or two) children in a family being offered a place but not the other(s). Where relevant, the remaining child(ren) would be retained automatically on the particular school's waiting list and would have priority should any vacancies arise at that school

Voluntary aided schools, foundation schools, trust schools & academies

- Voluntary aided schools are owned by religious bodies but funded by Barnet Council
- Foundation schools are owned by the governing bodies of the school but funded by Barnet Council
- Academies are independent schools but no fees are charged
- Trust schools are foundation schools with a charitable foundation (or trust) to support the school
- Each voluntary aided school, foundation school, trust school and academy has their own oversubscription criteria which are set by the school governors
- The oversubscription criteria for these schools can be viewed at www.barnet.gov.uk/school-admissions

Neighbouring councils' contact details

Borough	Tel	Fax	Email
Brent	020 8937 3110	020 937 3047	school.admissions@brent.gov.uk
Camden	020 7974 1625	020 7974 4035	
Enfield	020 8379 5501		enfield.school.admissions@enfield.gov.uk
Haringey	020 8489 1000	020 8489 3339	primaryadmissions@haringey.gov.uk
Harrow	020 8901 2620	020 8427 0810	info@harrow.gov.uk
Hertfordshire	03001 234 043		hertsdirect@hertscc.gov.uk

Common Application Form (CAF)

Application for In-Year Admission

2011/12

This form should only be completed by parents/carers living in **Barnet**. If you live outside Barnet you must complete the form available from the council where you live. Please read the **Guidance Notes** before completing the form. **Completed forms must be returned to The Admissions Team, Building 4, North London Business Park, Oakleigh Road South, N11 1NP**

Office Use Only:

Child ID:

Date

Received:

Input:

Checked:

DO NOT COMPLETE THIS FORM IF YOUR CHILD HAS A STATEMENT OF SPECIAL EDUCATIONAL NEEDS

1. Child's Details

Child's First Name(s)

Child's Surname/Last Name

 Child's Date
of Birth

 DD / MM / YYYY

Boy

☐

Girl

☐

 Year
Group
(Please circle)

Primary:	Reception	1	2	3	4	5	6
Secondary:		7	8	9	10	11	

 Child's
Home
Address

Post code

(This must be the address where the child normally lives. If parents share custody, please state this giving both addresses on a separate sheet of paper and enclose a photocopy of the Child Benefit notification with this form.)

Date of moving to this address

 DD / MM / YYYY

Date from which school place is required

 DD / MM / YYYY

2. Current/Previous School

 Name of child's current
or most recent school

Address of School

Is your child still attending this school?

Yes

☐

No

☐

If NO, please state his/her last day of attendance

 DD / MM / YYYY

Please note that the Admissions Team may seek further information from the previous school to assist the transfer process

Office use only:

 Out of School ☐ In Year Transfer ☐ Offer ☐ Appeal ☐ IYFA ☐ EWO ☐ POA ☐

3. Reason for Application

(tick box)

☐

New arrival to Barnet from overseas

☐

New arrival from another area within UK

☐

Permanent Exclusion from

☐

Transfer from another school

Reason for change of school

_____ (specify country)

_____ (specify borough/town/county)

_____ (name of school)

_____ (Please give reason for changing school)

4. Children in Care

Is this child in the care of a local authority?

Yes

☐

No

☐

If yes please state which Local Authority and provide a letter from the Social Worker confirming the legal status of the child. The letter should also include the reasons for the preferences for schools.

5. Social/Medical and Special Educational Needs

Does your child have a statement of Special Educational Needs?

Yes

☐

No

☐

If yes, do NOT complete this form. Please contact your SEN Advocacy and Monitoring Officer.

Is there an exceptional medical/social need for your child to attend a particular school?

Yes

☐

No

☐

If yes, please attach a letter explaining why your child should attend a particular school.

6. Parents/Carers Details

Title (please tick)

Mr

☐

Mrs

☐

Miss

☐

Ms

☐

Other

First Name

Surname

Relationship to child (please tick)

Mother

☐

Father

☐

Step Parent

☐

Foster Parent

☐

Social Worker

☐

Other

Are you caring for a child who is not a close relative?

Yes

☐

No

☐

If 'Yes' you must notify the Referral & Assessment Duty Team of your private fostering arrangement on 020 8359 4066

Day Tel No.

Evening Tel No.

Mobile No.

Email Address

7. School Preferences

Please write the name of up to 3 schools and list them in the order you prefer. You can also give reasons for your preference, for example, religious, philosophical or any other reasons.

Preference 1	Reason for preference
<p>School Name _____</p> <p>Post Code _____ DFE Code _____</p> <p>Will there be a sibling attending this school in 2011/12? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Sibling's full name _____ Sibling's date of birth <input type="text" value="DD / MM / YYYY"/></p>	
Preference 2	Reason for preference
<p>School Name _____</p> <p>Post Code _____ DFE Code _____</p> <p>Will there be a sibling attending this school in 2011/12? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Sibling's full name _____ Sibling's date of birth <input type="text" value="DD / MM / YYYY"/></p>	
Preference 3	Reason for preference
<p>School Name _____</p> <p>Post Code _____ DFE Code _____</p> <p>Will there be a sibling attending this school in 2011/12? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Sibling's full name _____ Sibling's date of birth <input type="text" value="DD / MM / YYYY"/></p>	

8. Fair Access

We would like to ensure that children without a school place are found a suitable school as quickly as possible. If there are no vacancies in any Barnet schools, we may ask schools to go over their published admission number if any of the categories listed below apply to your child. Please tick any box that applies to your child and provide written evidence with your completed application form:

- | | |
|---|--|
| <input type="checkbox"/> Is a refugee/asylum seeker | <input type="checkbox"/> Has been or is at risk of being permanently excluded |
| <input type="checkbox"/> Is homeless | <input type="checkbox"/> Has a history of serious attendance problems |
| <input type="checkbox"/> Is a traveller | <input type="checkbox"/> Is known to the police or is returning from the criminal justice system |
| <input type="checkbox"/> Is a carer | <input type="checkbox"/> Has Special Educational Needs but not a Statement of SEN |
| <input type="checkbox"/> Has a disability or medical condition | <input type="checkbox"/> Is aged between 14-16 and English is not his/her first language |
| <input type="checkbox"/> Has been the subject of a fixed term exclusion | <input type="checkbox"/> Is the child of UK Service Personnel or other Crown Servant |

9. Checklist

Before signing and returning this form, please ensure that you have:

- Read the enclosed **Notes for Guidance**
- Completed all relevant sections of this form
- Enclosed proof of your child's date of birth (see *Notes for Guidance*)
- Enclosed proof of your address (see *Notes for Guidance*)
- Enclosed any evidence in support of any medical/social needs
- Enclosed any evidence to support Section 8 (Fair Access)
- If applying for voluntary aided (faith) or foundations schools or academies obtained and completed a Supplementary Information Form (SIF) and returned it to the school. (Note: Jewish schools will also require the completion of a Certificate of Religious Practice)

10. Declaration and Signature of Parent/Carer

- I wish to apply for a place at each of the schools named in Section 7
- I certify that I am the person with parental responsibility for the child named in Section 1
- I hereby declare that to the best of my knowledge and belief, the information I have given on this form is correct and I agree to notify Barnet Council of any changes to this information. I agree that details of my child can be shared with schools in order to secure a school place
- I understand that any false or deliberately misleading information on this form and/or supporting documents may render this application invalid, or lead to the offer of a school place being withdrawn

Signature of Parent/Carer

Date

Print Name

Fair Processing & Sharing Information

The information you have provided will be used in line with the provisions of the **Data Protection Act 1998**.

Barnet 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. Therefore, Barnet may also 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. Barnet also has a duty to protect the public funds it administers, and to this end, it may use the information you have provided on this form for the prevention and detection of fraud.

The people who may receive this information are:

- The current school
- The school to which the child is to be admitted
- Other Admission Authorities so as to ensure that parents have provided consistent information and do not hold on to more than one school place
- Any organisation legitimately investigating allegations of fraud, criminal offences or child protection

Please return the completed form to:

Admissions Team
Building 4
North London Business Park
Oakleigh Road South
N11 1NP

We will not acknowledge receipt of this application form unless you have enclosed a stamped self-addressed envelope