



Common Application Form

For In-Year Primary School Admission

This form should be completed by all wishing to apply to Hounslow schools only.

If you are applying for a place at a **church or selective school,** you will be required to complete a **supplementary form** in addition to this form. This can be obtained directly from the school to which you are applying and must be returned back to the school.

Completed forms must be returned to: School Admissions Team, London Borough of Hounslow, Civic Centre, Lampton Road, Hounslow TW3 4DN.

1. Child's details					
Child's surname / last name:					
Child's first name(s):					
Child's date of birth: Day (figures):	/ Month (word):	/ Year:			
Boy ☐ Girl ☐ (please tick)					
Twin or multiple birth Yes □	No □ (please tick)				
Child's home address (This must be the address where your child permanently resides):					
	Postcode:				
If you are moving to a new address in the	Hounslow Borough or are currently living i	n Hounslow, but are relocating to a new			
address outside of the Borough - please give details (including date):					
Postcode:	Moving Date:				
EMS number:	Date received by Access Hounslow:	Date received by Admissions office:			

2. Fair Access Admissions

		·	a suitable school as quickly as possible. To help us where applicable, with the completed application for	
☐ Is a refugee/ asylum s	eeker 🔲 Is a tra	veller 🔲 Is a carer-	please provide details	
☐ Is being educated at h	nome- how long?			
, and the second	9		exclusion- please provide details	
☐ Has a history of seriou	ıs attendance problems	s □ Has a disability	or medical condition	
\square Is the child in Care of	a Local Authority. If yes	s, please attach a copy of	a letter from a Social Worker to confirm that this is)
the case and advise w	hich Authority:			
☐ Has a statement of Sp	ecial Educational Need	ls. If yes, please do not cor	mplete this form. You will need to contact the Spec	ial
Educational Needs Section	n on: 020 8583 2676.			
3. Reason for Ap	plication			
If your child is still attending	ng a school, please giv	e reason(s) why you would	d like a new school for them (continue on a separat	te
sheet if necessary):				
issues at their current or	previous school that r	esulted in exclusion, adm	without good reason or any significant behavious ission to any schools within the London Borough is so that appropriate support can be provided	0
4. If your child h	as entered or re	e-entered the UK v	within the last 6 months	
Date of entry:		Anticipated	length of stay:	
Previous country of residence:		Child's first language:		
Does the child speak any I	English? (please tick ap	propriate box) None 🗆	Little ☐ Good ☐ Fluent ☐	
5. Child's Curren	t and Previous	School (even if ov	erseas)	
Name/ address of child's of	current school:			
		Telephone numbe	er of school:	_
Start Date:	End Date:	Is your child still a	attending this school? Yes 🗆 No 🗆	_
Previous school attende	ed since age of 5			
School name/borough:		From:	To:	_
School name/borough:		From:	To:	_
School name/borough:		From:	To:	

Please name all other children (including adopted children) living at home, for whom you receive Child Benefit Child's name: Date of birth: School: 7. Parent's / Carer's details Title (please circle) Other (please state) Mrs Miss Ms First name: Middle name: Surname: Relationship to child Mother □ Father □ Step Parent □ Foster Carer Other Parent or carer's home address (full address including postcode): Postcode: Daytime telephone: Evening telephone: Mobile: Email: 8. School preferences (with reasons) Please state up to Three different Hounslow. Your application details will be for any school. These might include religious forwarded to the relevant local authority or or philosophical reasons, a preference for a schools that you wish to apply for, in order of preference. school as appropriate. If you are applying single-sex school or any other reasons. If you for a **church** or **selective school**, you think that there are exceptional medical or You do not have to use all three must also complete any supplementary social reasons why your child should attend preferences. List all state schools or forms, if applicable. a particular school, you Must provide a academies (not private schools) for which supporting letter from a Hospital Consultant you are applying, including any schools Please only use the column on the right if or a Social Worker with this form. which are outside the London Borough of you wish to give reasons for your preferences Reasons for preferences (optional) For office First name, surname Name and address and date of birth of Applications for priority under exceptional use only of school medical or social grounds will only be any brother or sister currently attending considered if the required supporting the school documents are attached to your form. Preference 1 Preference 2

6. Other children

Preference 3

9. Signature of parent or carer

- I wish to apply to the schools listed in section 8, which I have ranked in my order of preference.
- I certify that I am the person with parental responsibility for the child named in section 1, and that the information given is true to the best of my knowledge and belief.
- I understand that any false or deliberately misleading information given on this form and/or on supporting papers or any relevant information witheld, may render this application invalid and could lead to the withdrawal of an offer of a school place for my child.
- I understand that by making this application I agree to other council records being checked.

Parent's/carer's signature: Date:	Parent's/carer's signature:	Date:
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Documents required

- 1) Proof of Address A current council tax bill, tenancy agreement or three alternative bills/bank statements/ driving licence etc. in the applicants (parent/career) name will be sufficient.
- 2) A Photocopy of Child's Birth Certificate.
- 3) A Photocopy of The Child's Passport and Visa (if your child has entered or re-entered the UK within the last 6 months).

Checklist Before handing in your application, make sure that you have gone through the checklist below. Please note that without the following, your application will be considered incomplete and may delay the admission of your child.		
П	Read the notes on the front of the application form	
П	Completed all relevant sections of this form	
	Attached Proof of Address to this application form. Please note that without this documentation we will be unable to process your application.	
	Provided a copy of the child's Passport and Visa if your child has entered or re-entered the UK within the last 6 months- please note that the child must be present at the time of the application and documents must be verified by a member of the Admissions Team.	
	Provided a copy of your child's Birth Certificate.	
П	Enclosed evidence from relevant professionals (if you have ticked a box in section 2)	
	Completed any supplementary information forms if you have applied for a church school or selective school and returned it back to the school.	
This form, when completed, signed and dated, should be returned to: School Admissions Team, London Borough Of Hounslow, Civic Centre, Lampton Road, Hounslow TW3 4DN		

Data collection notice

In accordance with the Data Protection Act 1998, the London Borough of Hounslow will use your information, for the purpose of processing your application for a secondary school place, to (a) deal with your requests and administer its departmental functions; (b) meet its statutory obligations; (c) prevent and detect fraud. The council may share your information (but only the minimum of information necessary to do the above and only where it is lawful to do so) with other departments within the council (including the elected members), central government departments, law enforcement agencies, statutory and judicial bodies, community service providers and contractors that process data on its behalf. The council may also use and disclose information that does not identify individuals, for research and strategic development purposes.