

LONDON BOROUGH OF NEWHAM CHANGE OF PREFERENCE FOR RECEPTION CLASS IN SEPTEMBER 2016

- ❖ **ONLY USE THIS FORM IF YOU HAVE ALREADY COMPLETED A NEWHAM RECEPTION CLASS APPLICATION FORM**
- ❖ Only for the use of Parents wanting to apply for infant and/or primary schools in the London Borough of Newham. This form is for Newham residents only. If you wish to apply for a Newham school but do not live in the borough you must make an application through your home local authority.
- ❖ Please carefully read the Newham 'Starting School' brochure Autumn 2015 edition before completing this form.
- ❖ Completed forms should be returned to **Pupil Services, PO Box 69972 London E16 9DG**
- ❖ This form must be completed and returned by 15 January 2015. **Any forms received by Pupil Services after this date will be late applications.**

1. Child's Details

A. Child's First Name(s)	<input type="text"/>	Surname/ Last Name	<input type="text"/>
Date of Birth	<input type="text"/>	Boy/ Girl	<input type="text"/>
Child's Home Address	<input type="text"/>		
	Date moved to this address		Postcode

This must be the address where the child normally lives – see the 'Starting School' brochure for definition.

If you have changed address since completing your application form please supply copies of your proof of address as specified below when returning this change of preference form.

Address Proof required	Council Tax Bill (current year) OR Current Housing Benefit Agreement Letter OR Tenancy Agreement for Council Housing <i>Unfortunately we cannot accept any other forms of proof of address. Please note that not supplying proof will affect the school place that is offered to your child..</i>
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B. Current Nursery School (If applicable)	School Name: Address: Date on Roll:
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2. Primary School Preferences (Revised Preferences)

- A. Please write the name and address of up to SIX infant/primary schools for which you now wish to apply. **One or more of these can be the same as those named on your original form. At least one must be different OR the ranking order must be different, otherwise this information will be the same as on your original form.**
- B. You must list the schools in the order you prefer them.
- C. You must list all Newham (not Private schools) for which you are applying. **These preferences MUST include any schools outside of Newham that you want your child to be considered for.**
- D. Please include the name and date of birth of any sibling (brother or sister) who is already attending the school.
- E. Please use the column on the right, **only** if you wish to give reasons for your preference for any school. These might include religious, philosophical or any other reasons. **This does not form part of Newham's admissions criteria.**

Name of Newham Primary school	First name, surname and date of birth of any sibling already attending the school *	Reasons for Preferences (Optional – see note E. above). Applications for priority under exceptional medical, or social grounds will only be considered if supporting documents from a doctor, social worker or other appropriate professional are attached to your form.
<i>Preference 1</i>		
<i>Preference 2</i>		
<i>Preference 3</i>		
<i>Preference 4</i>		
<i>Preference 5</i>		
<i>Preference 6</i>		

* Sibling normally means a brother or sister, but you should check the admissions criteria of the schools concerned.

3. Declaration and Signature of Parent/Carer

- I wish to change my original preferences (as specified on my original Reception Class application form) to the schools named in Section 2 of this form, and I have listed these schools in my order of preference.
- I confirm that my preferred schools named on section 2 of this form are my current preferences. Therefore I am withdrawing my application for any schools that I named on any previous forms that are not named on this form. The ranking of my preferred schools on this form is my current ranking and any previous ranking order will be disregarded.
- I certify that I am the person with parental responsibility for the child named above 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 supporting information may render this application invalid, or lead to the offer of a place being withdrawn and may result in legal action being taken.

**Parent's/Carer's
Signature**

Date:

Information supplied will be used for registered purposes under the Data Protection Act 1998.

Checklist:

Before returning this form, please ensure that you have:

- Read the accompanying notes and the Newham Starting School admissions brochure Autumn 2015 for the borough or county council in which each school for which you are applying is located.
- Completed all relevant sections of this form.
- If you wish enclose any new supporting evidence (e.g. a letter from the family doctor/consultant in support of any medical claim)
- Completed any supplementary forms that may be required for Voluntary Aided schools. (Please check the admission arrangements for each school for which you are applying to see if a supplementary form is required).

Please remember we cannot guarantee to offer your child a place at any of the schools you have named as your new preferences on this form. However your child will be placed on the waiting list for each of the named schools until the last school day in December 2016.

Your child will only be removed from any waiting list before the end of December 2016 if:

- a) You change your preferences again and do not name the school.**
- b) We offer you a place at the school you named as your first preference.**
- c) We offer you a place at a school that has been ranked as higher preference.**
- e) You apply in writing to have your child removed from a waiting list.**

You still have a right of appeal for any school where your child has been refused a place, if you lodge the appeal within 14 days of the refusal.