



# IN-YEAR APPLICATION FOR A PLACE AT SIR WILLIAM RAMSAY SCHOOL

**FOR PARENTS/CARERS WHO ARE SEEKING ADMISSION TO SIR WILLIAM RAMSAY AFTER THE NORMAL POINT OF ADMISSION**

For more information, please visit our website [www.swr.school](http://www.swr.school) where full admission policies are available

1. CHILD'S DETAILS			
Legal First Name(s)		Legal Surname	
Preferred First Name(s)		Preferred Legal Surname	
Date of Birth	___/___/___	Male / Female	Year Group:

The **address** on the application form should be your child's normal home address at the time of the application. Please include a Council Tax statement or utility bill showing appropriate usage to show you currently live at the address given.

Normal Home Address (The address & postcode at which the child normally lives). Please include address evidence.		If moving home, please provide the new Home Address (This is the address at which the child <u>will</u> live). Please include address evidence	Move date ___/___/___
Name & address of current (or most recent) school	If the student has now left this school, please give last date of attendance:		
Telephone number of school			

If you are moving home you **MUST** provide proof of your move as follows:

- Confirmation that your house purchase is legally binding (in other words, you have already exchanged and completed and are living in your new home); or
- A formal lease agreement; plus
- Council Tax Account Number of the new property and, if letting;
- Evidence that you have sold, or are in the process of selling your previous property, or that a previous lease agreement has expired

Please indicate your anticipated new address and proposed date of move. We will ask for confirmation of your new address as above.

The first part of this section should be completed with the details of all of the parent(s)/carer(s) living at the address shown in Section 1 who have parental responsibility for the child. You may also give us details of any adult who has **parental responsibility** for the child.

You may find the following information regarding parental responsibility useful: 'If a father is not married to a child's mother, it may only be the mother who has responsibility for the child in law. This is automatic, from the birth of the child. The father may not have parental responsibility automatically, and can only acquire it by the mother giving it to him, or by the court ordering it. If the child was born after the 1st December 2003 and the father's name is on the birth certificate he will also have parental responsibility.'

<b>2. YOUR DETAILS</b>			
<b>Name(s) of parents/carers living at home at the address in Section 1</b>			
<b>Relationship to child</b>			
<b>Email address</b>			
<b>Home/Daytime telephone number</b>		<b>Alternative telephone number (e.g. mobile)</b>	
<b>If other adults have parental responsibility but do not live at the same address as the child, please provide their name and address:</b>			
<b>Are you applying on behalf of a 'child in care' of a Local Authority? Some children are cared for by a Local Authority, and a Social Worker will act as parent for the child. If your child is supported by a Social Worker please give us their name and contact details</b>		<b>YES/NO</b> If Yes please tell us which local authority supports the child and give a social worker contact name and telephone number  Social Worker contact name:  Telephone number:  Local authority:	
<b>Are you or your partner a serving member of the Armed Forces or a Crown Servant?</b>		<b>YES/NO</b>	
<b>Does your child have any brothers or sisters attending Sir William Ramsay School?</b>		<b>YES / NO</b>	
		If 'Yes' please give details of sibling's name and date of birth	



<b>4. EDUCATIONAL FACTORS WE SHOULD BE AWARE OF</b>	
<b>Does your child have exceptional medical or social reasons why he/she should attend Sir William Ramsay School ?</b>	<b>YES / NO</b>  If 'Yes' please attach details, you will need to include written support from an appropriate professional person.

<b>Does your child hold a statement of Special Educational Needs (SEN)?</b>	<b>YES / UNDERGOING ASSESSMENT / NO</b> <b>(delete as appropriate)</b>  If the answer above is 'Yes or 'undergoing assessment' please indicate which local authority is involved
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**A Statement of SEN** is a document written by the local authority detailing the needs that a child has in learning at school, and the measures which the school will take to help them.

<b>Your child may not currently have a statement of Special Educational Needs but they may receive extra support in school for special needs.</b> If so please indicate the type of support here:
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Changing schools can be very worrying for children and young people and it is important that the professionals in the academy can make sure they understand the needs of the young person right from the start.

<b>Is your child currently supported by any other agencies?</b> For example, Social Services, Education Welfare Officers for attendance issues, Educational Psychology Service, Child and Adult Mental Health Service, Ad-action, Youth Offending Team	<b>YES / NO</b> Supported by:
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<b>Please provide their contact details so we can ensure that your child can be supported through their change of schooling by appropriate professionals:</b>
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<b>Has your child been permanently or temporarily excluded from any of his/her previous schools?</b>	<b>YES / NO</b>
Please confirm which school(s) and give date(s) and reason(s)	

**PLEASE NOTE WE WILL CONTACT YOUR CHILD'S PREVIOUS SCHOOL FOR INFORMATION TO HELP SUPPORT THE ADMISSIONS PROCESS**

**For transfer into Year 10 or Year 11, please state the subjects being studied.**

Please be aware that your course options may not be available at the academy.

**Is there anything else you think we need to know to process this application?**

## **5. PARENTAL DECLARATION**

**I certify that I have parental responsibility for the child named in Section 1, and that this application has the agreement of all parents/carers listed in Section 2.**

**I confirm that the information I have provided is to the best of my knowledge correct and up to date. I understand if I give any false or deliberately misleading information on this form and/or supporting papers or withhold any relevant information, this may lead to the withdrawal of an offer of a school place for my child.**

**I hereby authorise Sir William Ramsay to contact my child's previous school.**

**Signature of parent/carer:**

**Date:** \_\_\_/\_\_\_/\_\_\_

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

**Once completed you should return this form to:** Sir William Ramsay School, Rose Avenue, Hazlemere, High Wycombe Buckinghamshire. HP15 7UB Tel: 01494 815211 or email:office@swr.school