In-year secondary application form
Academic Year 2019-2020

Complete this form if you are applying for a mainstream school place in Enfield. Completed forms must be returned to Enfield Schools Admission Service, Civic Centre, Silver Street, Enfield, EN1 3XA with the documentation to confirm your child’s date of birth and your address. Please note you must send copies and not originals. If you do not provide the documentation required, your application for a school place could be delayed. Do not complete this form if your child has an Education, Health Care Plan (EHCP) you will need to contact the SEN Team for advice.

Reason for Application – please tick one of the following

☐ I am moving to another part of Enfield
☐ I am moving into Enfield from elsewhere in the UK
☐ The child has arrived from abroad
☐ I wish to transfer my child from their current school in Enfield to another school in Enfield. Please note that if you tick this box you must state your reasons in section 6. Your child must remain at their current school until you receive a firm offer of an alternative school place and a start date has been agreed

1 Child’s details

Surname ____________________________________________________________________________
First Name __________________________________________________________________________
Date of birth _____________________ Gender (please circle) male female Year group ________
Permanent home address ________________________________________________________________
__________________________________________________________________________________
Postcode __________________
How long has the child lived at this address _______ years ________ months
This must be the address where the child normally lives. If parents share custody please attach full details to the application

2 Parents'/carers' details

Title (please circle) Mr Mrs Miss Ms Initial _______ Surname ______________________________
Relationship to child - Mother ☐ Father ☐ Other (please state) __________________________________
Home tel no _______________________________ Mobile tel no ________________________________
Email address __________________________________________________________________________
Do you have parental responsibility (please circle) yes no*
*If no please give details below of the person with parental responsibility and confirm that they have given their agreement to the application being made (full details of this area is given in the notes for guidance):
__________________________________________________________

Is the child living with you under a private fostering arrangements? (Please circle) yes no
(This is where a child under the age of 16 (or 18 if disabled) lives for 28 days of more with an adult who is not a close relative, ie not a parent, grandparent, sibling, aunt or uncle of stepparent)
3 Child’s education history

Is your child currently attending a school? (please circle)  yes  no

Name and address of current or last school/s and dates attended:
_____________________________________________________________________________________
_____________________________________________________________________________________

Enfield Council may inform your child’s current school that you have requested a transfer to seek further information to help the transfer process. Your child should continue to attend their current school until a start date has been confirmed by the new school.

Is your child electively home educated currently? (please circle)  yes  no

4 Children in public care or adopted children who were previously in public care prior to their adoption

Please complete this section if the child is:

☐ in the care of the local authority – please provide a letter from the child’s social worker to confirm this status

☐ subject to a residence or special guardianship order – please supply a copy of that order

☐ the child was in public care but ceased to be so because they were adopted – please supply a copy of the adoption order. (This does not include children who were adopted without having been previously looked after by a local authority)

5 Children who are newly arrived in the UK

Date of arrival in the UK _________________________________________________________________

Country child arrived from _____________________________________________________________

Country of origin if different ___________________________________________________________

Does the child speak English (please circle)  yes  no

If no, what is your child’s first language _________________________________________________

On a scale of 1 – 10 how would you describe your child’s level of English (1 being very little and 10 being fluent)

Please circle:  1  2  3  4  5  6  7  8  9  10

6. Reasons for transfer (please give details below if you ticked the box at the start of the form and continue onto a separate sheet if necessary)

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
7 Services

Have any of the following services been involved with your child, either currently or previously?

- [ ] Education Welfare Service (attendance)
- [ ] Behaviour Support Service
- [ ] Social Care
- [ ] Youth Offending Service
- [ ] CAMHS / SAFE
- [ ] Parenting Support Service

8 Exclusions

Has your child been excluded from any school, either fixed term or permanent exclusion?  

- [ ] yes  
- [ ] no  

If yes please give details of the school (s) and the reasons for the exclusion(s):

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

9 Additional special educational needs

Does your child have special educational needs but not have an EHCP? (please circle)

- [ ] yes  
- [ ] no

If yes, please give details i.e. type of SEN support given in school?

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
10 School preferences in the borough of Enfield

Please write the names of the schools you wish to apply for in Enfield. You must list the schools in the order you prefer them. You may wish to give reasons for your preference for these schools, ie if your child has a medical condition which requires them to attend a particular school. Information to support this must be provided at the time the application is submitted. If a parent works are one of the schools requested please state this is the reason for preference box. **You must apply directly to Ark John Keats Academy and The Latymer School and not list them on this form.**

<table>
<thead>
<tr>
<th>Full name and address of school</th>
<th>Name and date of birth of any brother or sister already attending</th>
<th>Reason for preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Preference</td>
<td>First Name</td>
<td>□ Tick box if medical information is attached</td>
</tr>
<tr>
<td></td>
<td>Surname</td>
<td>Other reasons:</td>
</tr>
<tr>
<td></td>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>2nd Preference</td>
<td>First Name</td>
<td>□ Tick box if medical information is attached</td>
</tr>
<tr>
<td></td>
<td>Surname</td>
<td>Other reasons:</td>
</tr>
<tr>
<td></td>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>3rd Preference</td>
<td>First Name</td>
<td>□ Tick box if medical information is attached</td>
</tr>
<tr>
<td></td>
<td>Surname</td>
<td>Other reasons:</td>
</tr>
<tr>
<td></td>
<td>Date of birth</td>
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</tr>
<tr>
<td>4th Preference</td>
<td>First Name</td>
<td>□ Tick box if medical information is attached</td>
</tr>
<tr>
<td></td>
<td>Surname</td>
<td>Other reasons:</td>
</tr>
<tr>
<td></td>
<td>Date of birth</td>
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<tr>
<td>5th Preference</td>
<td>First Name</td>
<td>□ Tick box if medical information is attached</td>
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<td></td>
<td>Surname</td>
<td>Other reasons</td>
</tr>
<tr>
<td></td>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>6th Preference</td>
<td>First Name</td>
<td>□ Tick box if medical information is attached</td>
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<tr>
<td></td>
<td>Surname</td>
<td>Other reasons</td>
</tr>
<tr>
<td></td>
<td>Date of birth</td>
<td></td>
</tr>
</tbody>
</table>
11 Declaration and signature of parent/carer

I confirm that I have parental responsibility for this child and the information given is true to the best of my knowledge and belief. I understand that false or deliberately misleading information given on this form or in supporting information may render this application invalid and any place offered may be withdrawn, even if the child has started school.

Note: If you knowingly give false information in order to obtain a particular school place your actions will be investigated with a view to civil or criminal proceedings being taken against you under the Fraud Act 2006 or any other relevant enactment.

Parent/carer signature _____________________________________________ Date ______________________

Data collection notice: Data Protection Act 2018. In accordance with the Data Protection Act 1998, the information you have provided to Enfield Council will be used to assist with your child’s admission to school. The Council has a legal obligation to protect public funds. We may, therefore, share the information you have provided with other departments in the authority and with other similar bodies, for the detection and prevention of fraud.

Important Information

Checklist:

Before returning this form, please ensure that you have:

☐ Attach documentation to confirm both your child’s date of birth and your address. Documents to confirm your address include council tax bill, rental agreement or recent utility bill. **If this information is not returned there will be a delay in your application being processed. Please send photocopies**

☐ Enclosed supporting information where appropriate if you want your child considered under the medical criterion. If this information is not provided it will not be possible to consider your child under this criterion.

☐ Enclosed school report. When a child is transferring from another secondary school, we will request a report from their previous school. This helps the new school to know about their interests, strengths and any areas they may need support with. If you have a copy of your child’s last school report please attach a photocopy to their application.

☐ Voluntary Aided (faith schools) often require a supplementary form be completed. Please refer to the schools website and if necessary complete the form and return these directly to the schools concerned.

☐ If you wish to apply for a school in another borough you will need to contact that borough directly for information about their admission arrangements.

The notes for guidance which accompany this form should be read fully. These also include details of all the schools in Enfield that offer places to children who are of primary age.

**If you have requested places at an own authority school or out borough school these will not be processed, you will need to contact these schools directly.**

Please return the completed form to:

Enfield Schools Admission Service, D Block, Civic Centre, Silver Street, Enfield EN1 3XA

Please refer to the notes for guidance when completing the application form.

A full list of the names and addresses of the schools in Enfield are available on the council website [www.enfield.gov.uk/admissions](http://www.enfield.gov.uk/admissions).
Secondary Schools in Enfield

KEY
1. AIM North London
2. ARK John Keats Academy
3. Aylward Academy
4. Bishop Stoptford’s School
5. Broomfield School
6. Chase Community School
7. Edmonton County – Bury Campus
8. Edmonton County – Cambridge Campus
9. Enfield County – Lower School
10. Enfield County – Upper School
11. Enfield Grammar – Lower School
12. Enfield Grammar – Upper School
13. Heron Hall Academy
14. Highlunds School
15. Kingsmead School
16. Lea Valley Academy
17. Oasis Academy Enfield
18. Oasis Academy Hadley
19. St. Anne’s – Lower School
20. St. Anne’s – Upper School
21. St. Ignatius College
22. Southgate School
23. The Latymer School
24. Winchmore School

ENFIELD Council