

Application for In-Year Admission to Heathside School 2016/2017

Please do not hesitate to contact Mrs. Buroni, Admissions Manager on 01932 846162 Ext. 105 should you require any assistance when completing this form.



1. Child's Details

a) Child's Surname	
b) Child's Forename(s)	
c) Child's Date of Birth	/ /
d) Gender	Male / Female
e) Date Place Required	/ /
f) Child's Home Address (This must be the child's normal place of residence and not a relative's or carer's address)	Postcode:
g) Date Child Moved to this Address	/ /
h) Name and Address of Current School	Postcode:
i) Does the Child have a Statement of Special Educational Needs?	YES / NO
j) Is the Child "Looked After" by a Local Authority? (If YES, name the Local Authority)	YES / NO

2. Parent/Guardian/Carer Details

a) Title of Parent/Guardian/Carer	Mr/Mrs/Miss/Ms/Other
b) Surname of Parent/Guardian/Carer	
c) Forename of Parent/Guardian/Carer	
d) Relationship to Child (If you are not the child's parent and the child is not in the care of the Local Authority, you must provide a letter from the parent to explain the circumstances, or a copy of official documentation to show legal guardianship if the child.)	
e) Do you have Parental Responsibility for the Child?	YES/NO
f) Address, if Different to that of the Child	Postcode:
g) Evening Telephone Number	
h) Daytime Telephone Number	
i) Mobile Telephone Number	
j) Email Address	

3. Reason for Application

Please state, in detail, your reasons for application in the space provided.

4. The Next Step

You should now ensure that you have enclosed the following information:

- Supporting evidence from, for example, a Doctor or Social Worker to support an application made under Criterion 2 – Exceptional Circumstances
- If the child is not a British Citizen or EEA national, a copy of the child's passport, VISA and any relevant Home Office documentation. **NB:** Places cannot be offered until the child is resident in the UK
- If you are not the child's parent and the child is not in the care of the Local Authority, a letter from the parent to explain the circumstances, or a copy of the official documentation to show legal guardianship of the child
- If the child is in the care of the Local Authority, a letter from a Social Worker confirming this

NB: YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL THE REQUIRED INFORMATION HAS BEEN RECEIVED

Please send the completed form and supporting evidence to:

Mrs S Buroni
Heathside School
Brooklands Lane
Weybridge
Surrey
KT13 8UZ

Reason for Application