

The Heights Primary School

In-Year Admission Application Form



This form should be completed if you are requesting a place at The Heights Primary School in current Reception to current Year 6. This form is for applicants who require places because; they have moved to another part of Reading, are moving into Reading from elsewhere in the UK, the child has arrived from abroad or you wish to transfer from their current School in Reading.

The Heights Primary School coordinate our own In-Year Admissions process so you should apply to us directly using this form as well as applying to Reading Borough Council if you are also requesting a place at other schools within Reading.

The school takes the privacy and security of your data very seriously and we are committed to our obligations under the Data Protection Act 2018. Please see our privacy notices on the school website for full details:
<http://www.theheightsprimary.co.uk/data-protection>

The majority of information requested in this form is mandatory. Mandatory fields are marked with an asterisk *.

The mandatory data is required to communicate with you about your application, validate your child's age and your identity and to allow us to process your application, including, where applicable, to allocate a place on the school's waiting list. If you do not provide the mandatory data the processing of your application could be delayed.

Child Details

Surname* _____ First Name* _____

Chosen name (if different to first name) _____

Date of Birth * _____

Gender* (please circle) Male / Female

Permanent home address* _____

Postcode* _____

Current School _____

Parent/Carer's Details

Title* (please Circle) Mr Mrs Miss Ms Other ___ Surname* _____

First Name* _____ Relationship to Child* _____

We will normally only accept applications from the child's legal guardian(s). If you have a private fostering arrangement please provide the details in an accompanying letter.

Home telephone number* _____ Mobile Number * _____

Email Address* _____

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Additional Information

Is your child currently, or have they previously been in the care of the local authority?	Yes/No
Does your child have a statement of Special Educational Needs or an EHCP?	Yes/No
Are you a returning Crown Servant or Member of the Services?	Yes/No
Has your child ever been excluded from any school, either fixed term or permanent exclusions?	Yes/No

If yes to any of the above, please submit additional information as separate sheet(s) with this application.

Home Move

If you are making this application because of a change of address, please provide details of the address you are leaving (or have left) AND the address you are moving to (or have moved to). Applications can be made 6 weeks in advance of a move.

If you want a new school because of a home move, please inform your child's current school that you are moving.

You must all provide us with a tenancy agreement or Mortgage Completion document as proof of move.

Items marked with an asterisk (*) are mandatory if you are moving to a new address.

Previous Address:*

_____ Postcode* _____

New Address*: _____

_____ Postcode _____

Date of Move*: _____

If you are moving to Reading from another Local Authority please name the Authority you are moving from and the School your child attends/ed.

Local Authority Name*: _____ School Attended*: _____

Children who are newly arrived in the UK:

If you are moving to Reading from another country we will not process the application until you AND the child are resident in the United Kingdom.

Date of arrival* _____ Country child arrived from* _____

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Parental Preference

Parental Preference

Reading Borough Council are concerned about the number of in year applications that parents make for their children to change schools due to unresolved problems and not because they are moving house. Reading Borough Council want to encourage parents to engage with their current school so that perceived problems are not compounded by changing schools. If you are requesting a school for this reason you should tell your child's current Headteacher and ask them to sign this form before you submit it.

Current Headteachers's signature _____

Home to School Transport

Parents/Carers are responsible for making sure that their children get to and from school at the appropriate times each day. Your child may get free transport if:

- The school allocated is the nearest appropriate school and it is more than two miles (if aged under 8 years old) or three miles (if over 8 years old) from the home address
- You have named the nearest appropriate school as one of your preferences but a place is not offered because the school is full, and we have offered a place at the nearest available school with places. Applications will be considered if this school meets the distance criteria above.
- More information can be found at www.reading.gov.uk/schooltransport

Declarations

I confirm that I have parental responsibility for the child named on this form and that 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. I confirm that the information provided on this form is correct.

I have read The Heights Primary School Admission Policy and am aware of the oversubscription criteria should the school be oversubscribed, meaning that a place is not immediately available and that my application may have to join a waiting list.

Signature of applicant with parental responsibility*: _____ Date*: _____

Please return the completed form to the Admissions Clerk by post, in person, or a scanned copy by email.

Address: The Heights Primary School, 129 Upper Woodcote Road, Caversham, Reading, RG4 7LB

Email: admissions@theheightsprimary.co.uk

If you have any questions regarding the In-Year application process or this form, please contact admissions@theheightsprimary.co.uk or the school office on 0118 357 0123.