

## **NORTHWOOD SCHOOL IN YEAR APPLICATION FORM**

### **Your Child's Details:**

Does your child have a statement of educational needs?	Yes	No
<i>If Yes, please contact the SEN team of the local authority that maintains the statement, as a different statutory admissions process applies.</i>		

Is your child looked after, or previously looked after by a local authority (e.g. foster care)?	Yes	No
If Yes, which local authority?		

Surname:	First name(s)		
Date of Birth:	Gender:	Male	Female
Address:			
			Postcode:
Does the child or any member of the immediate family have a disability or medical condition which necessitates a place at this school?		Yes	No
<i>If YES, please provide details on a separate sheet, with evidence from a health professional/support worker</i>			

### **Your Details:**

Mr/Mrs/Miss/Ms/other:	First name:	Surname:	
Your Address ( <i>if different from child(s)</i> )			
			Postcode
Name of local authority to which you pay your council tax:			
If you are moving or have recently moved house, please provide a date of move:			
Proposed address (if moving):			
			Postcode
Home telephone:		Mobile telephone:	
Email address:			
Do you have parental responsibility of the child?		Yes	No
What is your relationship to the child? (e.g. mother, father)			
Are you a UK Service Personnel or other Crown Servant applying for a school as a result of a posting?		Yes	No
<i>If YES, please send us a copy of your proof of posting</i>			

### **Current / Previous School Details:**

Please give details of your child's <b>current or most recent</b> school	Name of Secondary School:		
School Address:			
			Postcode
Telephone number:			
<b>Name of most recent Primary School:</b>			

## In-Year Fair Access Protocol

The School Admissions Code requires that all local authorities must have an In-Year-Fair Access Protocol (IYFA Protocol). This is to ensure that children without a school place – especially the most vulnerable – are offered a place at a suitable school as quickly as possible. The operation of the IFYA Protocol is triggered when a parent of an eligible child has not secured a place under in-year admission arrangements. For further information, Hillingdon’s In-Year Fair Access Protocol can be accessed via the council website at [www.hillingdon.gov.uk/schools](http://www.hillingdon.gov.uk/schools)

**In order for your application to be completed under the IYFA Protocol, please tick any relevant statements below:**

- Children with challenging behaviour
- Children who have not been able to secure a school place (or alternative education provision if appropriate) within five school weeks of the date of application and who are out of education
- Children who have been out of education for two months or more
- Children who are carers
- Children with special educational needs, disabilities or medical conditions (but without a statement)
- Children with unsupportive family backgrounds, where a place has not been sought
- Children who are homeless
- Children in Public Care who meet other criteria listed in this section
- Children of refugees and asylum seekers
- Gypsies, Roma or Travellers
- Children known to the police or other agencies
- Children without a school place and with a history of serious attendance problems, 85% or under
- Children returning from the criminal justice system or Pupil Referral Units who need to be re-integrated into mainstream school
- Children withdrawn from their schools by their family, following fixed term exclusions and/or other extenuating circumstances, and unable to find another school place
- Year 11 pupils seeking admission to a Hillingdon school, Federation or Academy who cannot easily be assimilated into appropriate courses

### Declaration

I confirm that the information I have provided on this form is correct. I understand that you may request further evidence to verify the information provided. I understand that this information may be shared in accordance with fair processing. I have read the accompanying Guidance for Parents leaflet on completing the In-Year application form.

**If I provide incomplete or false information, the School Placement and Admissions Team may withdraw any offer of a school place.**

**Signed:**

**Date:**