

# Primary Admission Form

## Part 1

### Academic Year 2021/2022



To be completed by parents whose child resides in the Borough of St Helens and is due to start Primary School in September 2021. It is important that the accompanying Information for Parents booklet is read BEFORE this form is completed. Only one application per child should be made.

#### Section 1

##### Your Child's Details

Surname ..... Date of Birth 

D	D	M	M	Y	Y	Y	Y
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Legal surname, if different from above .....

First Name(s) ..... Gender (please tick) Boy ☐ Girl ☐

Home Address .....

Postcode ..... Daytime telephone number (if any) .....

Does your child have a Statement of Special Educational Needs or an EHC Plan? Yes ☐ No ☐ If 'yes', which Local Authority? Yes ☐ No ☐

Is your child looked after? Yes ☐ No ☐ If 'yes', which Local Authority? Name of social worker: ..... Contact Number: .....

Was your child previously looked after? Yes ☐ No ☐ If 'yes', you will need to provide evidence to support this.

Evidence enclosed is a copy of:

☐ Adoption Order ☐ Residence Order ☐ Special Guardianship Order

#### PLEASE NOTE:

- A copy of proof of address must be attached to this application form. A copy of your Council Tax bill, recent utility bill, or other similar documents are acceptable as proof of address.
- If you are applying for a Faith school, and you wish your application to be considered under the priority faith criteria, you should attach the evidence detailed under Section 4 of this application form.**

Your attention is drawn to pages 8 & 9 of the Admissions Booklet, where it advises you to state a 1st, 2nd and 3rd preference of a primary school and note that changing your preferences **AFTER** the closing date may mean that your application is treated as late.

#### Section 2

##### Preferred Primary Schools

Please name up to three schools in order of preference, these can be schools both in and outside St Helens Local Authority. Please ensure that you are aware of the admission arrangements for your preferred schools, these will be in the booklet of the Local Authority in which the school is situated. **Remember:** If only one school is named and you are unsuccessful in your application for that school, you may be allocated a school which may not accord with your wishes.

##### NAME OF PRIMARY SCHOOL

If brother or sister presently attend, state name and date of birth

1.		
2.		
3.		

#### Section 3

##### Reasons for Preference

If you wish to give a reason why you prefer the schools/academies you have listed, please do so below. You can attach additional sheets if required.

Preference 1

Preference 2

Preference 3



## Section 4

If any of your three stated preferences is for a Voluntary Aided Primary School, please ANSWER the questions below. (If you apply for a Voluntary Aided School outside St Helens, please **check** whether the school requires you to complete a supplementary information form.)

### Applicants for Catholic Primary Schools only

1. Is your child baptised Catholic? Yes ☐ No ☐

Date of Baptism .....

Church of Baptism .....

Catholic Parish of residence .....

**Please attach a copy of your child's Baptismal Certificate. If you do not have a certificate and your child was baptised in the parish which the school serves, then the parish baptismal records will be checked by the school to confirm baptism. If your child was baptised in another parish and you do not have a certificate, you will need to obtain proof from the relevant parish to confirm that your child is a baptised Catholic.**

2. Is your child baptised in another Christian Faith? Yes ☐ No ☐

Date of Baptism .....

Church of Baptism .....

**If yes, please attach a copy of your child's Baptismal Certificate**

3. Is your child a member of another Faith group? Yes ☐ No ☐

**If yes, please attach a letter from the appropriate Minister of Religion**

### Applicants for Church of England Primary Schools only

Do you wish your child's application to be considered under the higher priority church attendance category (as detailed in the school's oversubscription criteria)?

Yes ☐ No ☐

**If yes, please attach a letter from the appropriate Minister of Religion or religious leader to confirm church attendance.**

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Has your child any special medical or social needs? Yes ☐ No ☐

**If yes, please attach a letter from a registered health professional or social worker at the time of application. (The supporting letter or report must set out the particular reasons why the school is the most suitable and the difficulties that would be caused if the child had to attend another school.)**

### Applicants for Nutgrove Methodist Primary School only

Do you wish your child's application to be considered under the higher priority church attendance category (as detailed in the school's oversubscription criteria)?

Yes ☐ No ☐

**If yes, please attach a letter from the appropriate Minister of Religion or religious leader confirming church attendance.**

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Is your child a baptised Christian? Yes ☐ No ☐

**If yes, please attach a copy of your child's Baptismal Certificate.**

N.B. Failure to provide evidence of the priority faith criteria above will result in your application being considered under a lower admission criterion, and may result in your child being refused a place.



# Primary Admission Form

## Part 2

### Academic Year 2021/2022



Child's name ..... Date of Birth .....

#### Section 5

##### Parents'/Carers' Details

Mother/Carer's name

Father/Carer's name

Home Telephone .....

Home Telephone .....

Daytime Telephone .....

Daytime Telephone .....

Mobile Telephone .....

Mobile Telephone .....

Address .....

Address .....

PLEASE ENSURE THAT BOTH PART 1 AND PART 2 OF THE APPLICATION FORM ARE COMPLETED AND RETURNED TO ONE OF YOUR PREFERRED SCHOOLS OR THE ADMISSIONS SECTION, ATLAS HOUSE, CORPORATION STREET, St Helens WA9 1LD **BY 15 JANUARY 2021.**

#### Data Privacy

The information provided on this form will be processed in accordance with the Local Authority's School Admissions Privacy Notice. Information will be treated as confidential and will be used only for the purpose of processing your child's application for a school place in accordance with the School Admissions Code 2014.

The Privacy Notice and data protection legislation puts in certain safeguards regarding the use of personal data by organisations including the Department for Education (DfE), local authorities, police and HM Revenue and Customs. The data protection legislation gives rights to those individuals whose data is held. These include:

- The right to request access to the data that is being held by contacting the Council Data Protection Officer – [dataprotection@sthelens.gov.uk](mailto:dataprotection@sthelens.gov.uk)
- The right to request the reason why the data is being held and what it is being used for.
- The right to request data to be removed (although without the information, the Home to School Transport Application cannot be processed).
- The right to request the Local Authority to correct or amend any incorrect information.
- The right to know who the data may be shared with.
- The right to know how long the data can be held before it is destroyed.

A copy of the full privacy notice is available on the School Admissions Webpage. By signing this declaration you are declaring that you have read and understood the terms of the notice.

If you have any concerns about how the Local Authority is handling your data, you can contact:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Signature of Parent/Carer

I am the parent or have parental responsibility for the child named on this application. I have noted the information in the current Primary Education: Information for Parents booklet and the checklist below.

Signature (Parent/Carer)

Date

PTO



# Application Checklist

Please read the booklet before completing the application form:

## Section 1 Child's Details

- ☐ Check the date of birth you give is correct (**when you receive your offer letter/email in April 2021, you will be asked to provide a copy of your child's birth certificate to the allocated school**).

The address given must be where the child and parent, or person with parental responsibility, normally live. If parents are separated and the child spends time at each parent's address, the address used shall be that of the main carer. The Local Authority will use the address of the parent who is in receipt of Child Benefit for this. **Proof of address is required, such as a recent utility or Council Tax bill.**

## Section 2 Preferred Schools

- ☐ Please refer to pages 8 and 9 of the booklet. If your child has an older brother or sister at the school you have named as a preference, please give their details.

## Section 3 Reasons for Preference

- ☐ You may state any reasons you wish in this section. You do not have to state a reason if you do not wish to.

## Section 4 Applications for Voluntary Aided Schools

- ☐ If any of your three stated preferences is for a Voluntary Aided (Faith) School, please answer the questions in this section and **ensure you attach, where applicable, the evidence that the school would require to enable them to consider your child's application under their higher priority Faith criteria e.g. Baptismal Certificate for Catholic Schools, proof of church attendance for Church of England Schools/Academies.**

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

## Section 5 Parents'/Carers' Details

- ☐ Please complete this section (ensure that you include the child's name and date of birth) – the Admissions Section needs this information to contact you in case of a query. Please remember to sign and date your form before returning it.

## Returning the Admission Form/Proof of Receipt

Please return your completed form with proof of address, e.g. Council Tax or utility bill, to the Admissions Section, Atlas House, Corporation Street, St Helens WA9 1LD or, if you prefer, one of your preferred primary schools by 15 January 2021.

You will be issued with a receipt - please keep it safe as proof of your application.

Please note: If you apply online, an email receipt will be sent to you.

### For schools use only

Date received by school: (school stamp)	<input type="text"/>	Address checked on SIMS: (only if nursery unit is attached to the school)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Proof of baptism	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Receipt issued:	Yes <input type="checkbox"/>	

## Proof of Receipt

I acknowledge receipt of your request that your child..... be considered for a primary school place at.....

Signed ..... Primary School/Admissions Section  
(delete as appropriate)

Date .....

\*Please retain this slip until the outcome of your application is known.