

Non-Coordinating Schools Application Form

- **Please apply to these schools direct.**
- You may need to complete a supplementary information form (SIF). The school directory available at www.hertfordshire.gov.uk/inyear indicates whether a SIF is required and contains direct links to SIFs. SIFs and any additional supporting documentation should be returned direct to the school
- If you wish to apply to a school or academy outside Hertfordshire, please contact the relevant local authority, **do not use this application form**

Child's Details

Your child's details:

First name	Middle name(s)	Family name/Surname
Date of birth	Current Year Group*	Female / Male

Your child's current address and postcode	
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Your child's current school	
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School Preference

	School code	
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Does your child have an Education, Health and Care Plan (EHCP) or statement of special needs (SN)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the child you are making an application for in the care of the Local Authority (Child Looked After)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was your child previously looked after but was then adopted or became subject to a child arrangements order or special guardianship order?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you or your partner working as a UK service personnel or crown servant?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Applicant Details

Name of person making the application (Usually a parent/carer)	Title	Initial	Family Name
Address if different to that given above			

Daytime telephone number	
Email address Our preferred way to contact you	
Your relationship to the child	

Is the child living with you under a private fostering arrangement? This is where the child lives with an adult who is not a close relative i.e. not a parent, grandparent, sibling, aunt or uncle.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have parental responsibility? *	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please provide permission from the person(s) with parental responsibility confirming they are in agreement with the application.	
Does another person(s) also have parental responsibility? *	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, have they given agreement to the application being made? *	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>* For births registered in England and Wales, parental responsibility is automatically given to the child's mother from birth. A child's father will have parental responsibility if:</p> <ul style="list-style-type: none"> • he was married to the child's mother when the child is born (even if later divorced or separated) • the child was born after 1 December 2003, and he is named on the birth certificate • if a parental responsibility agreement is obtained from a court or by agreement with the mother. <p>Please provide a copy of any appropriate court orders or residence orders with this application.</p>	

Section 6: Parental Declaration

If you deliberately give false information, the school may withdraw the offer of a place.

All of the information I have given on this form is correct and up to date.

I have read and understand the information for parents available on Hertfordshire's School Admissions web pages.

I understand that I must contact the school direct and submit this application form.

I understand that my child must be able to take up the allocated school place immediately and that the place may be withdrawn if not accepted within 10 school days.

By signing this document I confirm I have parental responsibility for this child and/or the agreement of all persons with parental responsibility

Your full name			
Your signature		Date:	

Please return this application form to the the school direct.

If you have any questions regarding this application please contact the school.

For any other In Year Admissions related query, please contact the team through one of the following methods:

By email

inyear@hertfordshire.gov.uk

By post

In Year Admissions Team
CHR 102
County Hall
Pegs Lane
Hertford
SG13 8DF

Website

www.hertfordshire.gov.uk/admissions

If you do not have internet access please contact the team via the Customer Service Centre on 0300 123 4043.