



Applying for a Reception place

Before completing this application, you should read the information relating to admission to primary school that is published on the Rochdale Council website at www.rochdale.gov.uk/schooladmissions. You should familiarise yourself with the Admission Policies for your preferred schools to see if there is any additional information required to be submitted with your application.

This form must only be used for children who live in the Rochdale Borough. If you live in another area and wish to apply for a Rochdale school you should apply directly to the Local Authority in which you live who will notify Rochdale of your application.

Have you tried applying online?

To register and submit an application online you need a valid, working email address and access to the internet. Internet access is free from any of the libraries across Rochdale borough. If you do not already have an email address, library staff will be able to help you set up a free account.

Why should I apply online?

There are many benefits to applying online:

- You will receive electronic notification of the school place offered on offer day rather than having to wait for a letter;
- It is quick and easy to do;
- You will receive an email confirmation to say that your application has been received, so there is no risk of it getting lost in the post;
- The system is secure and your information is protected;
- You can make amendments at any time up until the closing date of **15 January 2018**;
- You won't need to complete the paper application form;
- It is available 24 hours a day, seven days a week up until the closing date (**15 January 2018**).

Late applications

If you submit your application after 15 January 2018, even by one day, it will be considered to be a late application.

Late applications are processed in a set manner and will not be considered until all the applications that were submitted on-time have been processed.

This means that your child may miss out on an offer of a school place at which he or she would normally have been offered as it is possible that all available places have already been offered to other children.

Admission to Primary School 2018

Common application form



ROCHDALE
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Please complete this form in **BLOCK CAPITALS** in black or blue ink

Section 1 - Child's details

Legal forename	Middle name	Legal surname
Date of Birth DD / MM / YYYY		
Male <input type="checkbox"/>		Female <input type="checkbox"/>
Child's current address (we may seek proof of address)		
Is the child subject to a Statutory Education, Health and Care Plan (EHCP) or a Statement of Special Educational Needs (SEN)?		
Yes <input type="checkbox"/>		No <input type="checkbox"/>
Is the child currently or was the child previously registered as being in the care of a Local Authority*?		
Yes <input type="checkbox"/>		No <input type="checkbox"/>
*This includes children who are in public care ("Looked After" children as defined by section 22 (1) of the Children Act 1989), or children who were previously looked after but ceased to be so because they became adopted or subject to a child arrangements order or special guardianship order.		
If yes, please state Care Authority:		
Is the child a member of a Service or Crown Servant family who are returning or moving to the address above to take up duties?		
Yes <input type="checkbox"/>		No <input type="checkbox"/>
Is the child eligible for the Service Premium*?		
Yes <input type="checkbox"/>		No <input type="checkbox"/>
*Children eligible for the Service Premium include:		
<ul style="list-style-type: none"> • Children with a parent serving in the regular armed forces • Children with a parent who served in the regular armed forces in the last 3 years • Children with a parent who died while serving in the armed forces and the child is in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme. 		

Section 2 - Parent/Carer details

Forename	Surname
Title	Mr / Mrs / Miss / Ms / Other (please specify)
Relationship to child	
Do you have parental responsibility for this child?	
Yes <input type="checkbox"/>	
No <input type="checkbox"/>	
This form must only be completed by somebody who has parental responsibility for the child. Before completing this form, the application should be discussed with all those who have parental responsibility for the child.	
Is the child subject to a private fostering arrangement?	
Yes <input type="checkbox"/>	
No <input type="checkbox"/>	
Home telephone number	Mobile telephone number
Email address	

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Section 3 - Child's current setting

Name of nursery/pre-school provider:

Local Authority:

Section 4 - Preference schools

Places at oversubscribed schools will be allocated on the basis of the published admission criteria for the school. You should check the admission criteria to see if it will be necessary for you to complete a supplementary form or provide a copy of a baptismal certificate or any further information.

Failure to complete a supplementary form or providing a baptismal certificate may lead to your child missing out on a school place at the school of your preference. It should also be noted that you may have to provide such evidence to each of your preferred schools.

If you have medical, psychological or other reasons for choosing a particular school, your application should be accompanied with supporting information from a doctor, social worker or other relevant professional.

PLEASE NOTE: Many families have complex childcare arrangements and these are not usually considered to be exceptional. Only where entry into a particular school is essential will such circumstances be considered i.e. specific medical or psychological needs that can only be met by that school.

Preference rank	School name	Local Authority
First preference		
Second preference		
Third preference		
Fourth preference		

Section 5 - Reasons for your preferences

In order to support your application for a place at this school, please tick the appropriate reasons below. You will have the opportunity to tell us in your own words of any additional reasons on the next page.

	1 st	2 nd	3 rd	4 th
Are you applying for this school on the basis of a sibling link?				
Are you applying for this school on the basis of your child's faith/religion?				
Are you applying for this school for medical or psychological reasons?				
Do you believe that your child lives within this school's catchment area?				
Do you believe that your child currently attends a feeder school to your preferred school?				
Are you applying for this school for social reasons?				
Are you applying for this school because of the distance from your child's home to this school?				
Are you applying for this school because it is easy to make arrangements for your child to travel to this school?				



Section 9 – Terms & Conditions and declaration

Terms & Conditions

Before submitting an application, all parents are advised to read the information regarding applying for a primary school place that is published on the School Admissions pages of the Rochdale Council website.

You should also ensure that you read the Admission Policy for each school of your preference and established whether further information (such as a supplementary form or a copy of a baptismal certificate) is required to be provided to support your application.

If you change address, the Local Authority will only take your new address into account where necessary evidence (such as a Tenancy Agreement, exchange of contracts notice or utility bill) has been provided.

If your offer of a school place is obtained on the basis of fraudulent or intentionally misleading information, the place may be withdrawn and offered to someone else.

If it is possible to offer more than one school, a place will be offered at the school that is ranked highest in your order of preferences. If it is not possible to offer any of your preferences, a place will be allocated at the nearest school to your home address with a place available.

Where you are not offered a place at your preferred school, you have the right to appeal this decision to an independent appeal panel.

Declaration

I have read the information relevant to admissions published on the Council website. I have checked if any additional evidence relating to the application is required and have provided this information where available.

I declare that the information provided on this application is correct and complete and has been discussed with all those with parental responsibility for the child.

I understand that any school place offered on the basis of fraudulent or intentionally misleading information may be withdrawn.

Signed:		Date:	
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Data Protection Act

The Council maintains a register entry in respect of education which includes the administration relating to pupils. Personal information provided on this form is treated in confidence and complies with the requirements of the Act. This information may be shared with schools and other Local Authorities.

Verification of Information – the Council may verify the information you have provided on this form, which could involve contacting other departments of the Council who maintain appropriate records. In instances where the information provided is different from that held by them, they may use the information provided on this form.

Submitting your application

Once completed in full, this application should be returned to the following address:

School Admissions Team
School Organisation & Development
PO Box 100
Rochdale
OL16 9NP

The closing date for applications is **15 January 2018**.

Applications received after this date will be treated as late and allocated in accordance with a set manner detailed in the Admission to Primary School booklet after all on-time applications have been processed.