



**IN YEAR ADMISSIONS APPLICATION FORM 2024/2025 – PAGE 1**

This application form is for 'In Year' admission to all years outside the normal admissions process into reception class. All information with regard to admissions into our school can be found here:

<https://sarratt.herts.sch.uk/about-our-school/admissions/>

**Child's Details**

Child's forename: .....

Child's surname: .....

Child's date of birth (confirmation will be required): .....

Male            Female            (please circle)

Child's home address (This must be the address where the child normally lives. If this address is different from the parent/carer address, please give reasons for this. If parents share custody, this must be stated and both addresses shown):

.....  
.....

Postcode: .....

**Parent/Carer details**

Parent/Carer 1

Title (please circle)    Mr    Mrs    Miss    Ms    Other    (please state) .....

Forename: .....

Surname: .....

Relationship to child: .....

Address (if different from child's address given, with reasons): .....

.....  
.....

Postcode: .....

Daytime telephone: ..... Evening telephone: .....

Mobile number: .....

Email: .....



Chess Valley  
Primary  
Learning  
Trust

**IN YEAR ADMISSIONS APPLICATION FORM – PAGE 2**

**Parent/Carer 2**

Title (please circle)    Mr    Mrs    Miss    Ms    Other    (please state) .....

Forename: .....

Surname: .....

Relationship to child: .....

Address (if different from child's address given, with reasons): .....

.....

.....

.....

Postcode: .....

Daytime telephone: ..... Evening telephone: .....

Mobile number: .....

Email: .....

**Additional Educational Details**

➤ Does your child have a Statement of Special Educational Needs or Education Health and Care Plan (EHCP)?    Yes    No    (please circle)

**Admissions Criteria**

The Governors will offer a place to a child with an Education, Health & Care (EHC) Plan which names Sarratt School above all others.

Please give the name, date of birth and class of any older sibling\* who will still be a pupil on roll in the school at the time of application (\*please refer to the notes of the admissions policy for our definition of sibling).

For multiple siblings please add all names together on the spaces below.

Sibling details:

First name: .....

Surname: .....

Date of Birth: ..... Class: .....

**Chess Valley Primary Learning Trust**

Registered address: The Common, Rickmansworth Road, Chorleywood, Herts, WD3 5SG  
A company limited by guarantee registered in England & Wales; Company number **08240619**



**IN YEAR ADMISIONS APPLICATION FORM – PAGE 3**

Please select the criteria under which you wish to be considered in the table below:

In Year Admissions Policy Criteria	Please tick all relevant criteria
Any child with an Education, Health & Care Plan (EHCP) which names Sarratt School.	
1 <b>Looked After Children (LAC)</b> and all <b>Previously Looked After Children (PLAC)</b> , including those who appear (to the admissions authority) to have been in state care outside of England, who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement or special guardianship order.	
2 <b>Medical or Social:</b> Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. A panel of governors will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to Sarratt C of E Primary School and must clearly demonstrate why Sarratt is the only school that can meet the child's needs.	
3 <b>Sibling:</b> Children who have a sibling on the roll of the school at the time of application. This applies to reception through to Year 5.	
4 <b>Nearest School:</b> Children for whom it is their nearest school or academy. This includes all schools except those which allocate places based on faith (membership or practice) before allocating on the basis of distance.	
5 <b>Children of Staff:</b> Children whose parent/carer is a permanent member of the staff employed in the school with a permanent contract and is permanently living with the child for the majority of his/her time.	
6 <b>Any other children:</b> Any other children not accounted for in the first five (5) criteria.	

**Looked After Children and Previously Looked After Children (including children from overseas)**

- Is your child in the care of a Local Authority? Yes No (please circle all answers as appropriate)
- Was your child looked after by a UK local authority, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order)? Yes No
- Was your child looked after overseas (outside of the UK) by a local authority or government agency, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order)? Yes No

*If yes, please provide a letter or other official confirmation from Children's Services confirming the legal status of the child and the local authority/government agency with whom the child is/was in care, or a copy of the child arrangement or special guardianship order (if applicable).*



**IN YEAR ADMISSIONS APPLICATION FORM – PAGE 4**

**Parental Declaration**

I wish to apply for a place at Sarratt C of E Primary School.

I certify that I am the person with parental responsibility for the child named on page 1 and that the information given is true to the best of my knowledge and belief.

I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid or lead to the offer of a place being withdrawn.

Parent/Carer signature: .....

Date: .....

Print name: .....

Relationship to child: .....

*The Local Governing Body of Sarratt C of E Primary School (the school) will only use your information for the purpose of processing your application for a school place, to (a) deal with your requests and administer its departmental functions; (b) meet its statutory obligations; and (c) prevent and detect fraud.*

*The school may share your information (but only the minimum of information necessary to do the above and only where it is lawful to do so) with other schools within local area and Hertfordshire County Council, central government departments, law enforcement agencies, statutory and judicial bodies, community service providers and contractors that process data on its behalf.*

*The school may also use and disclose information that does not identify individuals, for research and strategic development purposes.*

**Important notice to all parents/carers**

You must attach to this application form a copy of your council tax bill for the current year as proof of your address.

A copy of your child's short birth certificate will be required after the offer of a place has occurred.

Failure to produce the required documentation will result in your application being incomplete and therefore not considered valid.

FOR OFFICE USE ONLY			
Date received		Looked after or previously looked after & now adopted verified	
DOB verified		Social or Medical needs verified	
Address verified		Sibling verified	