

**LONDON BOROUGH OF NEWHAM**  
**'IN YEAR' SCHOOL ADMISSION**  
**COMMON APPLICATION FORM (CAF) for admission in the school year 2019/20**

**To be used for all state schools located in Newham**

- ❖ Only those with parental responsibility for a child can apply for a school place.
- ❖ If you live in Newham and want to apply for any non fee paying schools/academies outside of the London Borough of Newham visit the website of the borough where they are located for the application process.
- ❖ If you name one or more of the schools who are own admissions authority schools (academies and faith schools) we will pass the form to them for consideration under their admissions arrangements.
- ❖ If you are a Newham resident and were planning to only apply for schools/academies outside Newham we strongly recommend that you also complete this form and name your local school (excluding faith schools) as one of your preferences as this is the school where most children will have the highest priority for a place. If your child is already in a Newham school and you only want them to move to a school outside of the borough you do not need to complete this form but you must complete the process detailed on the website where the school/academy is located.
- ❖ All school places are offered in accordance with their published admission arrangements. For all schools located in Newham these can be found on the Newham and the schools own websites.
- ❖ We cannot guarantee that we will be able to offer your child a place at one of your preferred schools as this is dependent on supply and demand. However if the child is a Newham resident and is without a school place or the offer of a school place we will allocate an alternative school place if we cannot meet any of your preferences; this will be at the closest school to your home that has a suitable vacancy.
- ❖ If you live outside Newham you can apply for schools/academies located in Newham using this common application form. If we can offer a place at one of your preferred Newham schools we will notify your home authority and send you an offer letter. If we do not have an available place in any of your named schools we have no statutory obligation to allocate an alternative school in Newham – this is the responsibility of your home authority.
- ❖ We cannot automatically allocate places to all children in your family if you submit one application. You must apply for each and every child who is of school age.
- ❖ We cannot automatically reserve a place for your child at your catchment/local school. To be considered for any school place in Newham you must name it on your application.
- ❖ If as a result of this application your child is offered or allocated a place in a school/academy in Newham, and you have supplied your national insurance number/asylum seeker reference this form will be used to register your child to eat for free and initiate a free school meal claim. Your national insurance number will not be shared with the school or other parties.
- ❖ If you are member of staff at the school you are applying for please indicate this in section 5.
- ❖ Please answer all questions to the best of your knowledge in conjunction with the relevant documents, as failure to provide some answers will delay the processing of your application and may result in it being returned to you for full completion. If you supply information that is incorrect and deliberately misleading we reserve the right to withdraw any schools places offered even if your child has been taken on roll.
- ❖ Completed, checked and signed forms must be returned by post without delay to **Pupil Services, PO Box 69972, London E16 9DG.**

## 1. School Application – Reason for your application

<p><b>Reason for your application</b></p> <p>Please tick your reason</p>	<p>1) <b>New Arrival in Newham from overseas</b> <span style="float: right;"><input type="checkbox"/></span>          (this option applies if your child has never been to school in the UK before)</p> <p>2) <b>New Arrival to Newham from elsewhere in the UK</b> <span style="float: right;"><input type="checkbox"/></span>          (this option applies if your child has never been to school in Newham before)</p> <p>3) <b>Returning to Newham from overseas</b> <span style="float: right;"><input type="checkbox"/></span>          (this option only applies to children who have attended school in the UK before travelling overseas)</p> <p>4) <b>Returning to the to the UK – service personnel or crown servants only</b> <span style="float: right;"><input type="checkbox"/></span>          (this option only applies to children of service personnel with a confirmed posting to Newham, or crown servants returning from overseas)</p> <p>5) <b>Returning to Newham from elsewhere in the UK</b> <span style="float: right;"><input type="checkbox"/></span>          (this option applies if your child has previously attended school in Newham)</p> <p>6) <b>Changing Schools within Newham</b> <span style="float: right;"><input type="checkbox"/></span>          (this option applies if your child currently attends a school in Newham or has been offered a school in Newham which they do not attend)</p>
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## 2. Child's Details

<p><b>A.</b> Child's First Name(s)</p> <p><i>* This must be the name on their birth certificate, passport, or ARC card</i></p>		<p>Surname/Last/ Family Name</p> <p><i>* This must be the name on their birth certificate, passport, or ARC card</i></p>	
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<p>Child's Date of Birth</p>	<p>Day                      Month                      Year</p> <p style="text-align: center;">/                      /</p>	<p>Boy/ Girl</p>	
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<p>Child's Current Home Address</p> <p><i>This cannot be a future address</i></p>	<p style="text-align: right;"><b>Postcode</b></p> <p><b>Date moved to this address</b></p>
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This must be the address where the child normally lives – if the child lives at more than one address every week please check the Newham website or contact Pupil Services on 020 8430 2000 for information.

<p>Child's Previous Home Address</p>	<p style="text-align: right;"><b>Postcode</b></p> <p><b>Date moved to this address:</b>                      <b>Date moved from this address:</b></p>
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**Does this child have a Education Health Care Plan (EHCP)?**

YES / NO / Don't Know  
(please circle your answer)

If Yes, when was it issued and by which Local Authority (borough)

Date it was written:

**Has this child been PERMANENTLY EXCLUDED (expelled) from any school in the last twelve months?**

YES / NO / Don't Know  
(please circle your answer)

If yes, when were they excluded?

Date of Permanent Exclusion:

Name and address of the Excluding School:

**Child's Current/ Last or Offered School**

*(including any school outside the UK)*

**Has this child ever attended school/nursery? YES NO** (please circle your answer)

**School Name**

**School Address**

**Is this child still on roll at this school? YES NO DON'T KNOW** (please circle your answer)

### 3. Children in Public Care (Looked After and Previously Looked After)

**A.** Is this child in public care of a Local Authority? YES / NO (please circle your answer)

If yes, please state which Local Authority (borough) and the name of your social worker.

**Local Authority (borough):**

**Name of Social Worker**

**Date the current care order started**

**B.** Was this child in public care, but ceased to be so because they were adopted or became subject to residency order or a special guardianship (see admission arrangements further details – visit [www.newham.gov.uk](http://www.newham.gov.uk) )

YES / NO (please circle your answer) If YES – when was this child last in public care?

If answered yes to A, please attach a letter from the social worker, this letter should provide details of the child's carer and their reasons to support your application for your preferences.

If answered yes to B, please advise why the child is no longer in care and the Local Authority when they were last in care?

## 4. Parents/Carers Details

**A. Parent/Carer 1** Title (Please circle) Mr Mrs Miss Ms Other First Name

Full Official Family Name

Relationship to this Child

Date of Birth

 /  / 

Parental Responsibility

Yes/No/Don't Know

Address (if different from child's address given on this form)

Post Code

Date moved in

Home Tel No.

Mobile Tel No.

Daytime Tel No.

Email Address

\* National Insurance Number

\* ARC Reference for Asylum Seekers

\* Are you currently serving in the UK Armed Forces? Yes No (please circle your answer)

**B. Parent/Carer 2** Title (Please circle) Mr Mrs Miss Ms Full First Name

Full Official Family Name

Relationship to the child

Date of Birth

 /  / 

Parental Responsibility

Yes/No/Don't know

Address

Post Code

Date moved in

Home Tel No.

Mobile Tel No.

Daytime Tel No.

email Address

\* National Insurance Number

\* ARC Reference for Asylum Seekers

\* Are they currently serving in the UK Armed Forces? Yes No (please circle your answer)

\* The reason we need this information is to allow the Council to process a free school meal claim for your child in order to maximise the extra grants and/or money we can claim from the government to pay for free school meals, sports, music, after school activities, day trips and trips away from home for Newham children attending Newham maintained schools.

## 5. School Preferences (the schools you would like your child to attend)

- A. Please write the name of **up to** SIX schools/academies located in Newham for which you wish to apply that are relevant to your child's age group. We strongly recommend that you name your local non faith school as at least one of your preferences as this is the school where most children have the highest priority for a place. You cannot use this form to apply for private schools.
- B. **You do not have to name six schools**, but it may assist us when allocating a school place for your child. Remember the more schools you name the more your child will be considered for.
- C. If you are applying for a VA Faith School please remember to complete their Supplementary Information Form (SIF) as well if you want to be considered for a faith based place. If you complete a SIF without naming the school on this form your application will not be considered and the school will not be able to offer your child a place even if there is a space available.
- D. You must list the schools in the order you prefer them – this is known as ranking. Your 1<sup>st</sup> preference should be the school you would most like your child to attend, followed by your next preferred school and so on.
- E. We will not automatically reserve your child a place at your local school, your catchment area school or the school where you other children attend or have attended. If you would like a place at your local school you must name it as one of your preferences on this form. .
- F. Please include the name and date of birth of any sibling (brother or sister) who is already attending any of the schools you have named as your preferences below. For a sibling connection to be considered the sibling must be on roll at the school on the date you apply and they must be reasonably expected to still be on roll at the time of admission for this child. If you do not supply the sibling's name, this child will not get sibling priority for a place at your preferred school, even if the authority has a record of the sibling on their database. You must enter their full name as shown on the schools register, if you just enter YES in the sibling column your child may not get the sibling priority as we may not be able to locate the siblings details, for example because they have a different family name to this child.
- G. If you are member of staff at the school you are applying for please indicate this in the reason for preference box below.
- H. Please use the column on the right, **only** if you wish to give reasons for your preference for any school, you do not have to supply a reason but we recommend you do so. These might include religious, philosophical or any other reasons. Even though every effort will be made to take your reasons into account when making our decision, in the first instance we are legally required to offer all school places in accordance with our admission arrangements.
- I. If we are unable to offer your child a place at any of the schools you name as your preferences, only if you are a Newham resident we will allocate your child an alternative place which will be at the school closest to your home that has reported a suitable vacancy in your child's year group at the time we consider your application. This may not be close to your home but it will be the closest with a vacancy that can be allocated to your child – if the school allocated is far from your home it means all the schools close to your home are full in your child's year group. We will offer you the right of appeal for a place at any of the schools where you have applied and been refused a place and for any Newham schools your child will be added to their waiting list for each school you have ranked higher than the school offered or allocated. Also see G above.

<b>School Preferences</b> <b>You can only name schools and academies located in Newham</b>	<b>First name, surname and date of birth of any sibling* already attending the school</b>	<b>Reasons for Preferences (Optional – see note I above).</b>
<i>Preference 1</i>		
<i>Preference 2</i>		
<i>Preference 3</i>		
<i>Preference 4</i>		
<i>Preference 5</i>		
<i>Preference 6</i>		

- Sibling normally means a brother or sister, but you should check the admission criteria for the full meaning for admission purposes.

## 6. Other School Aged Children

Please write in the details of all your other children aged between 4 and 18 years – only name children who you are the parent/ carer of.

You must also complete an application for each of these children – naming them only here will not get them a school place.

<i>Child's name</i>	<i>Child's name</i>	<i>Child's name</i>
<i>Child's date of birth</i>	<i>Child's date of birth</i>	<i>Child's date of birth</i>
<i>Child's current school</i>	<i>Child's current school</i>	<i>Child's current school</i>

## Additional Information – For Fair Access Purposes Only (sections 7 to 10)

The Department for Education Code of Practice for School Admissions states that the Local Authority must consider the circumstances of the individual child when offering/allocating school places, in order to best meet their needs.

In order to determine whether your child should be considered under our Fair Access Protocol it would be helpful if you could answer the questions below as these will enable us to offer the school place that can best meet their needs.

Newham applies its admission arrangements which include our admission criteria and our Fair Access protocol in order to seek to achieve this government requirement. This does not mean that all children will be given a place at their parent's preferred school but this protocol does ensure that all children from specified groups will be given a school place that can best meet their needs.

As we do not need the answers to the following questions to apply our published admissions criteria, we can offer your child a school place without this information. This means that your answers to the following questions are **optional**, which means you do not have to supply them.

## 7. School Information

**Current/Previous School**  
(give details even if the school is outside the UK)

**School Name:**

**Address (including country if not in the UK):**

**Date started at this school :**

**Date left this school:**

**Reason for leaving this school:**

## 8. Special Education Needs, Physical Access Needs and Medical Conditions

### Special Educational Needs

**Is this child on the Special Educational Needs Code of Practice** YES / NO / Don't Know / Refuse (please circle your answer)

**IF YES** – please tick the category they are currently under

High Needs Funding Level 3

High Needs Funding Level 4

### Physical Access Needs

**Does this child have a physical disability?** YES / NO / Refuse (please circle your answer)

**IF YES** – please give details

Can this child walk without help? YES / NO / A LITTLE (please circle your answer)

Can this child manage stairs? YES / NO / A LITTLE (please circle your answer)

If no please explain briefly why not.

Does this child use a wheelchair? YES / NO (please circle your answer)

### Medical Conditions

**Does this child have a long term medical condition?** YES / NO / Refuse (please circle your answer)

**IF YES** – please give details, including details of any long term medication.

## 9. Exclusions, Managed Moves and Attendance

### Fixed Exclusions

Has this child ever been excluded (fixed term) from school in the last 12 months? YES / NO / Refuse (please circle your answer)

IF YES – please give details

Total Number of Days:

Total Number of Incidents:

Dates:

Main Reasons for these Exclusions:

### Managed Move

Has a 'Managed move' been arranged for this child in the last 12 months? YES / NO / Refuse (please circle your answer)

Has a 'Managed move' been offered to you this child in the last 12 months that was refused by you?

YES / NO / Refuse (please circle your answer)

IF YES to either question – please give details of the situation that lead to the offer of the managed move, the date of the offer and if applicable why you refused this offer.

### Attendance

Has this child's attendance fallen below 90% in the last 12 months? YES / NO / Refuse (please circle your answer)

IF YES – please give details of why it fell below 90%

Was a school attendance officer involved? YES / NO / Refuse (please circle your answer)

IF YES – please supply the officers name and the school or local authority they work for.

## 10. Other Agencies (who have been or are involved with your child)

Has this child ever been involved with any of the agencies below?

**The Police** YES / NO / Refuse (please circle your answer)

IF YES – please give brief details

**Youth Offending Service** YES / NO / Refuse (please circle your answer)

IF YES – please give brief details



**Education Welfare Service** YES / NO / Refuse (please circle your answer)

**IF YES** – please give brief details of why they were involved with your child and if possible supply the name of the education welfare officer and the school or local authority they work for.

**Social Care Services** YES / NO / Refuse (please circle your answer)

**IF YES** – please give brief details of why they were involved with your child and if possible supply the name of the social worker and the school or local authority they work for.

**Child and Family Support Services (CFCS) or other Family Support Service** YES / NO / Refuse (please circle your answer)

**IF YES** – please give brief details of why they were involved with your family.

**Has your child ever had a Pastoral Support Plan (PSP) written for them?** YES / NO / Refuse (please circle your answer)

**IF YES** – please give brief details of why they were involved with your child and if possible supply the name of the support worker and the school or local authority they work for.

**Educational Psychology Services** YES / NO / Refuse (please circle your answer)

**IF YES** – please give brief details of why they were involved with your child and if possible supply the name of the support worker and the school or local authority they work for.

## 11. Exam Courses

Has this child been studying for GCSE Examinations?

YES / NO / Refuse (please circle your answer)

**IF YES** - child has begun studying for GCSE examinations, please give details of the subjects studied, when studies began and where they studied:

Subject	Qualification	Exam Board	Start Date of Course	Achieved Yes/No	Where course was taken

Has this child passed any examinations?

YES / NO / Refuse (please circle your answer)

**IF YES** – please give details of these exams

## 12. Mandatory Documents for School Admission in Newham

It is a Newham requirement that a school are provided with acceptable proof of your child's date of birth, home address, doctor, dentist and those with parental responsibility before admission can take place.

These must show you current address but if this is different to the address on this application form you must provide proof of this address as well.

Any proof of address must be addressed to one or both of the child's parent/carers as detailed on this form.

For Newham schools you must supply these proofs at the time of the admission meeting unless it is a requirement on a Supplementary Information Form (SIF).

In other boroughs they require the proof at the time of application, this means if you apply for a school/academy outside of Newham you may be required to attach the proof of date of birth and address, plus other document they require at the point of application. To find out the process you will need to check the website where the school/academy is located.

If you cannot or refuse to provide this proof admission will be delayed or may be refused.

Please add your child's name and date of birth to the photo copies, you are attaching to this form.

**Proof of the child's legal name and date of birth:**

- **UK Birth Certificate** – short or long versions (non UK birth certificates cannot be accepted as they may be in a language other than English)
- OR
- **Valid Current Passport** (the child maybe included on their parents' valid current passport)
- OR
- **European Economic Area\* (EEA) Identity Cards**
- OR
- **Official Documentation from the National Asylum Seeker Service** indicating they are supporting the family e.g. ARC application registration card

**Application registration card (ARC)** ARC is a credit card sized document issued to asylum applicants after screening to show that they have applied for asylum. It is also used as evidence of identity, immigration status and entitlements in the UK. It holds identifying information including fingerprints and reporting arrangements in a microchip within the card.

Note: only **Adoption or Deed Poll** documentation can be accepted as proof of a child's official name change following the issue date of any of the above documents.

**Proof of the child's main address:**

Documentation to confirm the child's current home address must be addressed to at least one of the parent/carers detailed on the Common Application Form (CAF) who must live at the same address as the child.

If the child has moved since the application form was completed proof of both their new address and the address on the application form must be provided. Pupil Services must be notified of any address change since the Common Application Form CAF was completed in case the place may have been secured by fraudulent means.

If a child's parents are not living together and the child spends a few days in both households on week days, then best practice is to take proof of both addresses, but for admission as a minimum, they must provide proof of the address registered on the CAF which should be the one from which the child goes to school in the morning most often on week days.

- Council Tax Bill for the current financial year (residential not commercial)
- OR
- Current Housing Benefit Entitlement Letter (financial details should be deleted on the copy in their presence)
- OR
- Current Tenancy Agreement for Council Housing or Housing Association Property
- OR
- Tenancy Agreement for Private Accommodation from Newham Accredited Landlord (acceptable to December 2012) or Tenancy Agreement from a Newham Licensed Landlord (accepted from January 2013 onwards)
- OR
- Letter from the National Asylum Support Service (NASS) Team informing the family of the address of the accommodation being provided for the family
- OR
- A letter from Adult/Children's Services Asylum Team informing the family of the address of the accommodation being provided for the family

Note: Tenancy Agreements from landlords who are not accredited (licensed from January 2013) by Newham and documents relating to house/flat purchase must not be accepted. If you are provided with a child's home address that is Private Sector Housing and the property is unlicensed, the case must be reported by the school via the **Private Sector Housing – Report an Unlicensed Private Rented Property** page of the Newham website.

**AND** one of the following Utility Bills (this is not required for families supported by NASS or a Social Care Asylum Team). In all cases the amount due and their balance should be deleted from the copy in the parent/carers presence).

- Gas Bill/Payment Schedule/Reminder – dated for the current financial year
- OR
- Electricity Bill/Payment Schedule/Reminder – dated for the current financial year
- OR
- Water Bill/Payment Schedule/Reminder – dated for the current financial year
- OR
- Telephone Bill/Reminder – dated for the current financial year
- OR
- Mobile Phone Bill/Reminder – dated for the current financial year

### **C. Proof of parent/carer details**

**Documents must be provided for each of the parent/carers to show their relationship to this child.**

<b>Please list any copied documents/letters attached</b>
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### **A. Emergency and Medical Contact Information:**

- Doctor's Name, Address and Telephone Number

Doctor's Name and Surgery Address		Doctor's Telephone Number	
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**AND**

- Dentist's Name, Address and Telephone Number

Dentist's Name and Surgery Address		Dentist's Telephone Number	
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- Emergency Contact Details – your daytime contact details and those of two other adults who are over 18 (if possible one of the contacts should be able speak English).

Name of Contact 1		Relationship to this child	
Contact Number		Can they speak English	Yes or No (please circle)
Name of Contact 2		Relationship to this child	
Contact Number		Can they speak English	Yes or No (please circle)

### 13. Password - Optional

In Newham we ensure that your information is safe, so all data will be held in accordance with the council's Data Security Policy with the provisions of the Data Protection Act 1998. This means we cannot provide information about this application to anyone, other than in writing, without a password.

If you, a member of your family or a friend would like to have the opportunity to discuss this application or ask any questions over the telephone or at a Local Service Centre they will have to know your password and how it is spelt.

Please supply a password in the box below. You do not have to give us a password but we strongly recommend that you do.

**Password**

**Capital Letters**

**Something to remind you what your password is, if case you forget.**

**e.g  
Mother's Maiden Name  
First School**

### 14. Declaration and Signature of Parent/Carers

- I/we wish to apply for a place at each of the schools named in Section 5, and I have listed these schools in my order of preference.
- I/we certify that I/we have parental responsibility for the child named, and that the information given is true to the best of my/our knowledge and belief.
- I/we understand that missing information from sections 1 to 6 may result in the form being returned for completion and this may delay this child starting in a new school and if the information is found to be deliberately misleading any offers made may be withdrawn even if the children has been taken on roll.
- I/we confirm that my preferred schools named on section 5 of this form are our current preferences. Therefore I am withdrawing any application for any schools that I/we named on any previous forms that are not named on this form for this child. The ranking of these preferred schools on this form is the current ranking and any previous ranking order will be disregarded.
- I/we understand that refusing to provide any of the optional information may result in this child not obtaining a place at a school best suited to their needs.

- I/we agree that by providing my/our National Insurance numbers or Asylum Seekers reference I am authorising Newham to use this information to make a free school meal claim for my child and register for my child to eat for free (if the school allocated is part of this scheme).
- I/we 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 and may result in legal action being taken.
- I/we understand that each form supersedes my last and therefore the preferences in Section 5 are my current preferences and any preferences named on previous forms and not named on this form will be withdrawn.
- I/we understand that if we have named a school or academy outside of Newham on this form my application will not be processed by the Council.
- I/we understand that the information supplied on this application form used for registered purposes under Data Protection Act 1998

**Parent's/Carer's Signature**

**Date:**

**Parent's/Carer's 2 Signature  
OPTIONAL**

**Date:**

**! Before returning this form, please ensure that you have: thoroughly read the accompanying notes and completed all relevant sections of this form.**

**! Before returning this form, please return to page one to check you have completed everything correctly.**

**Post completed, checked and signed application to: Pupil Services, PO Box 69972, London E16 9DG**