This form must be used to request admission to our school, during the academic year.

Please ensure that you have read The Good Shepherd Trust’s **privacy notice for parents and pupils** before you complete this form. You should complete a separate form for each child you are applying for.

Please complete all the details in BLOCK CAPITALS, tick the relevant boxes and return this form directly to the school.

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| FORENAME: | SURNAME: |
| CURRENT ADDRESS (inc POST CODE): ATTACH EVIDENCE |  | IS YOUR CHILD NEW TO THE UK?**YES** ☐ **NO** ☐IF YES, PLEASE PROVIDE DATE ARRIVED AND ATTACH EVIDENCE: |

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| **1. Childs Details** |
| D.O.B: GENDER:CURRENT YEAR GROUP: RECEPTION ☐ YEAR 6 ☐ YEAR 1 ☐ YEAR 7 ☐YEAR 2 ☐ YEAR 8 ☐YEAR 3 ☐ YEAR 9 ☐YEAR 4 ☐ YEAR 10 ☐YEAR 5 ☐ YEAR 11 ☐**Does your child have an Educational Health & Care Plan (EHCP)? YES** ☐ **NO** ☐If your child has an EHCP you should not apply for them using this form. Please contact your named SEN officer or SEND area team in the local authority for more information on the application process.**Are you a Crown Servant? YES** ☐ **NO** ☐If you are UK service personnel or other Crown Servants living abroad with your family, please tick YES. You will need to provide an official MOD, FCO or GCHQ letter declaring your relocation date and address to the school.**Children in Local Authority Care or Previously in Local Authority Care who immediately after leaving that care, became subject of an adoption, child arrangements or special guardianship order, including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted.****DOES YOUR CHILD QUALIFY UNDER THE ABOVE STATEMENT? YES** ☐ **NO** ☐**IF YES, WHICH AUTHORITY IS/ WAS THE CORPORATE PARENT?****IF YES, PLEASE PROVIDE US WITH THE NAMES AND CONTACT DETAILS OF ANY PROFESSIONALS ASSOCIATED WITH THIS CHILD:** |
| **2. PARENT/ GUARDIAN DETAILS** |
| TITLE: FORENAME: SURNAME:RELATIONSHIP TO CHILD: TELEPHONE NUMBER 1: TELEPHONE NUMBER 2: EMAIL ADDRESS:DO YOU HAVE PARENTAL RESPONSIBILITY FOR THE CHILD? YES ☐ NO ☐DO YOU HAVE THE SAME ADDRESS AS THE CHILD? YES ☐ NO ☐ *If no, please provide full address below:* |

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| **3. REASON FOR APPLICATION** |
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|  | **Reason ☐ Moving to the area from outside of the UK (Country: ) \* see below (tick appropriate box) ☐ Moving to the area from another Local Authority (Local Authority: )*** **Moving within the Local Authority Area ☐ Not Moving**
* **Leaving Private Education ☐ Leaving Elective Home Education**
* **Other – please state:**

N/B: *Please complete a separate Supplementary Information Form as relevant to the oversubscription criteria and your circumstances.*\*If you have moved from outside the UK, is your child a British Citizen? ☐ Yes ☐ No If yes, please attach evidence of passport and any visas. |  |
| **4. CURRENT & PREVIOUS SCHOOL DETAILS** |
| CURRENT SCHOOL: LOCATION:REASON FOR LEAVING: DATE LAST ATTENDED OR STILLATTENDING:PREVIOUS SCHOOL: LOCATION:REASON FOR LEAVING: |

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| **5. PARENT/ GUARDIAN DECLARATION** |
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|  | **When completing the Admissions application for your child, please read the following carefully and confirm your agreement by signing the form. I understand that:**1. All information given in this application is, to the best of my knowledge, true and correct. If, at a later date, any of the information is found to be incorrect, I may forfeit any place allocated to my child. I understand that the information collected will be only used to help arrange admission to schools in line with the school admission criteria.
2. I give permission to the Trust to process all the information given in accordance with the Admission Criteria and processes. The information given will not be used for any purpose other than the provision of education. The Local Authority (LA) and Trust may share any information that I provide, with colleagues in the Education Service, schools, and the Department for Education. The LA will be notified of every application and outcome within two working days.
3. The Trust undertake that they have in place a level of security appropriate to the nature of this information and further undertake that they will:-
	* Not hold information about you or your child that is excessive in relation to the purpose for which it is processed and not keep data processed for any purpose or purposes longer than necessary.
	* Keep all information about you or your child accurate and up to date (to help us to do this, please keep us informed of any changes to your details)
	* Process your information in accordance with your rights under the Data Protection Act.

Please contact the school if after 10 school days you have not been informed whether a place can be offered. If the school cannot offer a place, a letter will be sent informing you of the reasons for refusal and the right of appeal. If you have any further questions, please contact admin2@stmarys-godalming.surrey.sch.uk. Please return this form directly to the school you are applying for.SIGNED PRINT NAME DATE |  |

**6. OUTCOME – FOR SCHOOL USE ONLY**

**Please complete all applicable boxes below and inform the LA of the outcome of the application within two working days.**

DATE FORM RECEIVED

SCHOOL NAME

LA

DFE NO.

CHILD FORENAME

CHILD SURNAME

D.O.B

**PLACE OFFERED**

WITHDRAWN DATE

REASON FOR WITHDRAWAL

DATE OFFERED

REASON FOR REFUSAL

DATE OFFERED

DATE OFFERED

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| **PLACE NOT OFFERED**WAS A PLACE AVAILABLE? **YES** ☐ **NO** ☐WAS THE CHILD ELIGIBLE? **YES** ☐ **NO** ☐ |
| HAVE THEY JOINED **YES** ☐ **NO** ☐THE WAITING LIST? |  |
| **Where no offer has been made, has the parent/guardian been sent a letter explaining why they have not been offered a place and have they been advised of their right of appeal?****YES** ☐ **NO** ☐NOTES |

Please ensure you answer all questions before returning to Admission Team.