

In-Year Application Form

YOU MUST ANSWER ALL QUESTIONS and PROVIDE ALL REQUESTED INFORMATION. If you do not, your form will be returned to you and your application will be delayed.

You will receive an acknowledgment of your application either offering you a meeting for a place at Ruislip High School or confirmation that you have been placed on the In-Year Admissions list.

Your child's details

1. Does your child have a statement of educational needs?	Yes	No
If YES, please contact the SEN team of the local authority that maintains the statement, as a different statutory admissions process applies.		

2. Is your child looked after, or previously looked after, by a local authority (eg. fostered)?	Yes	No
If YES, which local authority?		

3. Do you already have a child in Ruislip High School? If yes, please confirm their name and Year group.	Yes	No
Sibling name:	Date of birth:	Gender:

4. Surname:							First name(s):							
Date of birth:	Day	D	D	Month	M	M	Year	Y	Y	Y	Y	Gender:	Male	Female
Address:												Postcode:		

5. Your details

Mr/Mrs/Miss/Ms/other:	First name:	Surname:
Your address (if different from child's):		
		Postcode:
Name of local authority to which you pay your council tax:		
If you are moving or have recently moved house, please provide a date of move:		
Proposed address (if moving):		
		Postcode:
Home telephone:	Mobile telephone:	
Email address:		
Do you have parental responsibility of the child?	Yes	No
What is your relationship to the child? (eg mother, father)		

Are you a UK Service Personnel or other Crown Servant applying for a school place as a result of a posting?	Yes	No
If YES, please send us a copy of your proof of posting.		

6. Current education

What is the name of your child's current or most recent school?		
Is your child still attending this school?	Yes	No
Child's Current Year group?		
If NO, please state his/her last day of attendance:		
What is the date a place is required at the new school?		
Please give your reasons for requesting a new school:		

7. Declaration

I confirm that the information I have provided is correct. I understand that you may request further evidence to verify the information provided. I understand that this information may be shared in accordance with fair processing.	
Note: The Governors reserve the right to make enquiries to check the accuracy of the information provided. You are advised that if any of the information proves to be false or misleading in any material way the Governors may reject the application.	
Signed:	Date:

8. Please supply photocopies of your Council Tax Form and utility bill showing your address.

Please tick enclosure, showing your address:

Recent Council Tax Form	<input type="checkbox"/>
Recent Utility Bill	<input type="checkbox"/>

9. Completed application forms should be sent in an envelope addressed to:

The Admissions Officer
Ruislip High School
Sidmouth Drive
Ruislip
Middlesex HA4 0BY

Tel: 01895 464064 Email: dkeohane@ruislihigh.com School Website: www.ruislihigh.com

The envelope should be marked 'ADMISSIONS' in the top left corner and should contain:

- The completed form
- The requested document (See Note 8)

10. The Governors reserve the right to make enquiries to check the accuracy of the information provided.

You are advised that if any of the information proves to be false or misleading in any material way, the Governors will:

(i) withdraw the offer of admission regardless of whether your child has started studying at the school,

AND

(ii) Pursue their legal rights against you, seeking compensation for loss or expense incurred by the school.

11. DECLARATION

"I understand that Ruislip High School is an age 11-18 school and undertake to encourage my child to remain in education and/or training until the age of 18. If granted a place I will work with the school in support of its behaviour code and will ensure at least 97% attendance. I will not take my child on holiday during term time."

Signature of Parent or Guardian _____

Date _____

THIS FORM SHOULD BE RETURNED DIRECTLY TO
THE SCHOOL AT THE ADDRESS ON THE FRONT
COVER, ADDRESSED TO THE 'ADMISSIONS OFFICER'