

# Request for admission outside of a child's normal age group



You must complete this form if you are a Southwark resident and are requesting for your:

- Child to be admitted outside their normal age group because s/he is gifted and talented, has missed school due to medical grounds or for any other reason; or
- Summer born child to be admitted in the Reception year outside his/her normal age group.

**Please read Southwark's guide to 'Admission outside of a child's normal age group' before completing this request form.**

## Section 1: Child's details

Surname/family name

First name

Middle name(s)

Gender      Boy                      Girl                      (please circle)

Date of birth

Home address: This must be the address where the child normally lives and where the child benefit is paid.

First line of home address

Second line of home address

Town/city

Borough

## Section 2: Parent/carer details

Title              Mr                      Mrs                      Miss                      Ms                      (please circle)

First name

Surname/family name

Relationship to child      Mother                      Father                      Step parent                      Foster parent                      Other

If you have circled other, please explain what your relationship is with the child:

Home telephone no.       Day time telephone no.

Mobile telephone no.       Email

## Section 3: Reason(s) for requesting admission outside of your child's normal age group

I would like to request for my child to be admitted outside of his/her normal age group. If you tick this box, you must state your reasons below.

- If your child is already attending a school s/he must remain at their current school until a firm offer of a school place and a start date has been agreed.
- Please attach all relevant supporting documents and continue on a separate sheet(s) if necessary.

Reason(s) for request:

**Section 4: Details of the schools you are applying for and where you would like to request for your child to be admitted outside of his/her normal age group**

<b>Preference 1</b>	
Name of School	
Address	

<b>Preference 2</b>	
Name of School	
Address	

<b>Preference 3</b>	
Name of School	
Address	

<b>Preference 4</b>	
Name of School	
Address	

<b>Preference 5</b>	
Name of School	
Address	

<b>Preference 6</b>	
Name of School	
Address	

**Section 5: Declaration and signature of parent/carer**

I certify that I have parental responsibility for the child named on this form, that the information is true to the best of my knowledge and that this is the only Southwark 'Request for admission outside of a child's normal age group' form I have completed for this child. I understand and accept that if I have given false or deliberately misleading information on this form and/or any attached supporting papers or withheld any relevant information, the agreement to admit the child outside their normal age group may be withdrawn.

Signature of parent/carer  Date

**Data protection**

Information you provide when applying for a school place will be entered into a computerised database. Your information is protected by the Data Protection Act 1998, which ensures it can only be used for defined purposes and may be passed only to specific people. The defined purposes are:

- (i) Administering the admissions process as set out in the 'Starting primary school' brochure
- (ii) Preventing fraud or other criminal offences or to ensure the safety of a child

The people who may receive the information are:

- a) The current school (if any)
- b) The school to which the pupil is to be admitted
- c) Other admission authorities, so as to ensure they can carry out their role in the coordinated admissions process
- d) Any organisation legitimately investigating allegations of fraud, other criminal offences or child protection
- e) Independent appeals panels should you decide to appeal the offer of a school place

**Where to return your completed request form**

**Please return your fully completed form with all attachments and support documentation to:**

School admissions team (4<sup>th</sup> floor), Hub 2, children's services, Southwark Council, PO Box 64529, London SE1P 5LX  
Email: schools.admissions@southwark.gov.uk