

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 policy on 'Admission outside of a child's normal age group' before completing this request form.

Section 1: Child's details

Surname/family name	<input type="text"/>		
First name	<input type="text"/>		
Middle name(s)	<input type="text"/>		
Gender	Boy	Girl	(please circle)
Date of birth	<input type="text"/>		
Home address: This must be the address where the child normally lives and where the child benefit is paid.			
First line of home address	<input type="text"/>		
Second line of home address	<input type="text"/>		
Town/city	<input type="text"/>	Postcode	<input type="text"/>
Borough	<input type="text"/>		
Child's normal year group	<input type="text" value="Year"/>	Year requested outside of child's normal age group	<input type="text" value="Year"/>

Section 2: Parent/carer details

Title	Mr	Mrs	Miss	Ms	(please circle)
First name	<input type="text"/>				
Surname/family name	<input type="text"/>				
Relationship to child	Mother	Father	Step parent	Foster parent	Other
If you have circled other, please state what your relationship is with the child: <input type="text"/>					
Home telephone no.	<input type="text"/>	Day time telephone no.	<input type="text"/>		
Mobile telephone no.	<input type="text"/>	Email	<input type="text"/>		

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

Preference 1	
Name of School	
Address	

Preference 2	
Name of School	
Address	

Preference 3	
Name of School	
Address	

Preference 4	
Name of School	
Address	

Preference 5	
Name of School	
Address	

Preference 6	
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

Privacy Notice

Southwark Council uses your personal data to efficiently and effectively process:

- Your application for admission to school;
- Your request for admission outside of the normal age group where delayed entry is sought for your child;
- Information you provide us when you have changed address; and
- Any further information or enquiries made by you relating to school admissions.

The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, the Education Act 1996 and the School Admissions Code 2014 require us to do this. The council does not need your permission, and failure to tell us your information may result in your school admission related request not being processed and you not being able to access the services we deliver.

Your personal information will only be used by our School Admissions team and in some circumstances may also be shared with other internal or external agencies, as the law allows. Your personal information is retained by us for up to 25 years unless the child has had a statement of special educational needs/EHC Plan or has been in local authority care in which case longer statutory data retention rules apply. It is then deleted or destroyed securely.

If you are concerned about how the council is using your data, please contact our Data Protection Officer via dpo@southwark.gov.uk or on 020 7525 5000. More information about your rights is available on our website, or via the Information Commissioner (www.ico.org.uk).

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

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