



ROOKERY SCHOOL

RENOWNED FOR EMPOWERING LEARNERS

PUPIL APPLICATION FORM

PLEASE COMPLETE THIS FORM IN BLOCK CAPITAL LETTERS

1. CHILDS DETAILS

Legal first name	As stated on birth certificate		
Middle name(s)	As stated on birth certificate		
Legal surname	As stated on birth certificate		
Preferred first name			
Preferred surname			
Date of birth	dd/mm/yyyy	Male <input type="checkbox"/>	Female <input type="checkbox"/>
YOUR CHILD'S ORIGINAL BIRTH CERTIFICATE MUST BE PROVIDED WHEN SUBMITTING THIS FORM			

2. HOME ADDRESS

CHILD'S ADDRESS							
House Name/No		Street					
Town		City					
Postcode		Phone		Date moved in	dd/mm/yyyy		
PROOF OF THIS ADDRESS MUST BE PROVIDED WHEN SUBMITTING THIS FORM							
CHILD'S SECOND ADDRESS (WHERE APPLICABLE)							
House Name/No		Street					
Town		City					
Postcode		Phone					
Please tick when your child resides at the second address	Mon <input type="checkbox"/>	Tues <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Sun <input type="checkbox"/>
PROOF OF THIS ADDRESS MUST BE PROVIDED WHEN SUBMITTING THIS FORM							
THE SCHOOL MUST BE NOTIFIED OF ANY CHANGE OF CONTACT INFORMATION IMMEDIATELY							

3. PARENTAL CONTACT DETAILS

PARENT/GUARDIAN			
Full Name	Official full name		
Address		📞 Home	
		📞 Mobile	
		📞 Work	
		✉ Email	
Relationship to child	Mother/Father/Legal guardian		

SECOND/EMERGENCY CONTACT

Full Name	Official full name		
Address		📞 Home	
		📞 Mobile	
		📞 Work	
		✉ Email	
Relationship to child	Mother/Father/Legal guardian/Family member		

THIRD/EMERGENCY CONTACT

Full Name	Official full name		
Address		📞 Home	
		📞 Mobile	
		📞 Work	
		✉ Email	
Relationship to child	Mother/Father/Legal guardian/Family member/Other		

THE SCHOOL MUST BE NOTIFIED OF ANY CHANGE OF CONTACT INFORMATION IMMEDIATELY

4. MEDICAL/DIETARY

Medical practice				
Address			Phone	
Medical conditions	Details of any known medical conditions affecting your child E.g. Asthma, Hearing Problems			
Allergies	Details of any known allergies affecting your child E.g. nuts, dairy products			
Tick this box if you <u>do not</u> agree to your child receiving medical treatment in the event of an emergency <input type="checkbox"/>				

Provide details of any medicines or treatments your child needs to take before or during school time

E.g. Inhaler, eczema treatment

Provide details of any dietary requirements for your child

E.g. Halal, vegetarian, no dairy products, gluten free

Meal arrangements	Free school meals <input type="checkbox"/>	Paid school meal <input type="checkbox"/>	Packed lunch <input type="checkbox"/>	Home meals <input type="checkbox"/>
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Even if your child is not currently eligible for free school meals, we use an online service to notify us of any change of your or your child's circumstances (Birmingham City Council) which may affect our funding for your child. Please provide the following:

Parent/Guardian National Insurance Number

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Parent/Guardian date of birth

dd/mm/yyyy

Name of claimant (in full)

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Relationship to child

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To be eligible for free school meals, the legal parent/guardian or child must receive one of the following:

- Income Support
- Income-based jobseekers allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (providing you are not also entitled to Working Tax Credit, and have an annual gross income of no more than £16190)
- Working Tax Credit run-on (paid for the 4 weeks after you stop qualifying for Working Tax Credit)
- The guaranteed element of State Pension Credit

* Parents/Guardians will be charged for school meals until evidence supporting eligibility for free school meals is provided

* Evidence of eligibility for free school meals must be provided along with this form

More information: https://www.birmingham.gov.uk/info/20014/schools_and_learning/687/how_to_claim_free_school_meals

5. ETHNIC/CULTURAL

Ethnicity	E.g. White British		Religion	(Optional)	
Nationality	E.g. British				
First language	Child's language mainly spoken at home				
Other languages	Child's other languages spoken fluently				
Is your child a UK citizen?	Yes/No	Country of birth			
Is your child an asylum seeker?	Yes/No	Is your child a refugee?	Yes/No	Passport No.	
If new to the U.K. when did your child arrive?	dd/mm/yyyy	From which country?			
<p>IF YOUR CHILD IS NOT A UK CITIZEN, AND YOU HAVE NOT BEEN GRANTED ASYLUM SEEKER STATUS, YOU MUST PROVIDE EVIDENCE OF:</p> <ul style="list-style-type: none"> • A VALID PASSPORT STAMPED WITH EXTANT OF LEAVE TO REMAIN IN THE UK • A HOME OFFICE LETTER (WITH UNIQUE REFERENCE NUMBER) 					

6. PREVIOUS EDUCATION

Has your child previously attended another school in the U.K.?

Yes No

(If yes) Name, address & telephone number of previous school:

(If yes) Date started	dd/mm/yyyy	(If yes) Date left	dd/mm/yyyy
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(If yes) Reason for leaving previous school

(If yes) Was your child on the Special Needs Register?

Please give details

(If yes) Has your child been recognised for any gifts or talents in any particular curricular area?

E.g. Sports, Music, Art etc.

7. SCHOOL PLACE APPLICATION

What type of school place are you applying for?	Nursery <input type="checkbox"/>	School <input type="checkbox"/>
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If applying for a nursery place, please tick which sessions you would like your child to attend

AM only place <input type="checkbox"/>	PM only place <input type="checkbox"/>	Full-time <input type="checkbox"/>
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8. ADDITIONAL INFORMATION

How will your child travel to school?	E.g. Car, Bus, Walk
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Does your child have any siblings already attending the school?	Yes/No	Name	Class
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Will your child need to attend a before or after school club?	Yes/No
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Is there any other information we may need to know about your child or your child's circumstances?

9. PHOTOGRAPHIC CONSENT

Occasionally we use photographs/films of pupils whilst they are engaged in school activities for *external* publicity purposes. This may include the school website, Internet or printed material.

Please tick here if you do not give consent for photographs/films of your child to be used externally

For the purposes of record keeping, data collection and to evidence the assessment of pupils attainment, photographic/film evidence of children will be taken and used *within* the school. In the event of your child being offered a school place, please inform the school in writing if you have any concerns.

10. SIGNATURE

I (Parent/Guardian) declare that the information given with this form is accurate and correct at the date of signing.

Print Name

Signature

Date

THE SCHOOL MUST BE NOTIFIED OF ANY CHANGE OF DETAILS OR CIRCUMSTANCES IMMEDIATELY

BEFORE SUBMITTING YOUR FORM PLEASE ENSURE YOU HAVE COMPLETED EVERY SECTION

INCOMPLETE FORMS WILL NOT BE ACCEPTED

Any personal information provided within this form or supporting documents will be processed and stored in accordance with the UK Data Protection Act 1998.

What documents will I need to provide with this form?

1. Proof of the child's legal name and date of birth

We require any **one** of the following documents:

- An original copy of the child's UK birth certificate (short or long versions).
(We do not accept **non-UK** birth certificates as they may be in a language other than English)
- A valid current passport
(Your child may be included on *your* passport, if that passport is valid and current)
- European Economic Area (EEA) Identity cards
- Official documents from the National Asylum Seeker Service showing that they support your family
(Example: An ARC application registration card)

2. Proof of your address

We require any **one** of the following documents:

- A council tax bill for your home for this financial year
- A current housing benefit entitlement letter
- A current tenancy agreement for your council housing, or housing association property

3. Utility bill

We require any **one** of the following documents:

- A gas bill, payment schedule or reminder
- An electricity bill, payment schedule or reminder
- A water bill, payment schedule or reminder
- A land-line telephone bill or reminder
- A mobile telephone bill or reminder

Non UK citizens

If your child is not a UK citizen, and you have **not** been granted asylum seeker status, you must provide evidence of either:

- A valid passport stamped with extant of leave to remain in the UK
- A home office letter (with unique reference number)
- Children from European countries passport or identity card
- Evidence of asylum or refugee status

THESE DOCUMENTS MUST BE SUBMITTED ALONG WITH THIS FORM. APPLICATIONS WITH MISSING OR UNSUITABLE DOCUMENTATION WILL NOT BE ACCEPTED.

FOR OFFICE USE ONLY

Forms **should not** be accepted or processed without relevant accompanying supporting documentation.

Pre-admission checks

Child has sibling(s) in school checked	<input type="checkbox"/>	Signed	<input type="text"/>	Date	<input type="text"/>
Copy of birth certificate taken	<input type="checkbox"/>	Signed	<input type="text"/>	Date	<input type="text"/>
Copies of proof of address taken	<input type="checkbox"/>	Signed	<input type="text"/>	Date	<input type="text"/>
Copy of evidence of UK citizenship taken	<input type="checkbox"/>	Signed	<input type="text"/>	Date	<input type="text"/>
Free school meals eligibility checked	<input type="checkbox"/>	Signed	<input type="text"/>	Date	<input type="text"/>
Free school meals ref no:	<input type="text"/>				

For non-UK citizen children:

Copy of **one or more** of the following taken:

Valid stamped passport with extant of leave to remain in the UK	<input type="checkbox"/>				
Home Office letter (with reference no)	<input type="checkbox"/>				
Children from European countries passport or identity card	<input type="checkbox"/>				
Evidence of asylum or refugee status	<input type="checkbox"/>				
		Signed	<input type="text" value="'N/A' if not applicable"/>	Date	<input type="text"/>

Pre-admission checks

Pupil record created in SIMS.net	<input type="checkbox"/>	Signed	<input type="text"/>	Date	<input type="text"/>
Contacted previous school for .ctf file and UPN number	<input type="checkbox"/>	Signed	<input type="text" value="'N/A' if no previous school"/>	Date	<input type="text"/>
Previous school .ctf file downloaded and imported into SIMS.net	<input type="checkbox"/>	Signed	<input type="text" value="'N/A' if no previous school"/>	Date	<input type="text"/>

School place offered? Yes No School place accepted by Parent/Guardian? Yes No

Start date: Class: Year group:

School place approved by SLT: Signed: Date:

NOTES: