



FOR OFFICE USE

My Lord! Increase me in knowledge (20:114) Christchurch Road, London, SW2 3ES Tel: 020 8671 4400 Fax: 020 8674 6239 Email: admin@orchard.lambeth.sch.uk	Date Application Received:	
	Birth Certificate/Passport Seen:	YES/NO
	Proof of Residence Seen:	YES/NO

In Year Application Form

For the Parent/Guardian to complete:

(If you require assistance in completing this form then please speak to a member of the admin team)

Child's Surname:		Child's First Name:	
Date of Birth: <small>(A Copy of the child's Birth Certificate and/or Passport will be required)</small>		Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Are you of the Muslim faith:		Yes <input type="checkbox"/> No <input type="checkbox"/> <small>If yes please complete the Supplementary Information Form (SIF)</small>	
Contact Numbers:	Home:	Mobile:	
Address:			
<small>Important address information: The address stated must be the address which you and your child currently live at, even if it is a temporary address.</small>			
	Borough:	Postcode:	
Name of Parent(s)/Guardian(s): <small>(Or responsible adult with whom the child lives)</small>	Father:		
	Mother:		
Name of sibling/s currently attending Orchard School:	<small>(Sibling is defined as a brother or sister living at the same address)</small>		

Does the child have any Medical / Social needs?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, please give details: <small>(A copy of any evidence will need to be attached to this form)</small>
Medical / Social Report attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Previous Nursery or Schools: <small>(Please provide any schools or in the event of a reception place the nursery your child is attending or has attended)</small>	
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I declare that the information and any attachments provided are correct and accurate and I understand that providing misleading or false information could result in any subsequent offer being withdrawn at Orchard Primary School.	
Signed:	Date:

Important Notes:-

If you are applying for a Muslim faith place, please also complete the Supplementary Information Form (SIF) available from the school office or schools website.

Proof of Address and ID

We are not permitted to accept Supplementary Forms **without the required proof of address and identification** (see below for accepted proof). If proof is not submitted with application this will delay processing your application.

ACCEPTED PROOF OF ADDRESS:

Only the following can be accepted as proof of address:

- Recent **Council Tax Bill** with Parent/Carer's name and address (within 3 months).
 - Recent **Tenancy Agreement** with Parent/Carer's name and address (within 3 months).
 - Recent **Income support/Benefit/Child Benefit Letter** with Parent/Carer's name and address (current financial year).
 - Recent **Utility Bill** with Parent/Carer's name and address (within 3 months).
 - Current **TV Licence** with Parent/Carer's name and address (within 3 months).
 - Or **Driving Licence**.
- Bank Statements cannot be accepted as proof of address.

ACCEPTED PROOF OF IDENTIFICATION (ID):

Only the following can be accepted as **proof of identification**:

- **Full British Birth Certificate.**
- **British Passport.**
- **Other valid Passport with Leave to Remain.**
- **Other valid Passport with valid Visa.**
- Home Office document permitting stay.
- If you are the guardian, we need a legal document from the courts granting you a residence order.

Waiting Lists

If no places are available at the time of application your child will be added to the waiting list automatically. Your child's name will be removed from the list by the end of the summer term. If you would like to keep your child on the waiting list for the following year you will need to make a new in year application. This process is carried out to reduce the number of applications that no longer want to stay on the list.

Parents need to be aware that if your child's name is on the waiting list, their name may go up or down depending on how the admissions criteria applies to others on the waiting list.

Address

If you move address you must inform the school with your new details as soon as possible so we can update our records. If you have been ranked according to distance then we will need Lambeth admissions to re-measure the distance so that we can correctly rank your child on our waiting list.

Contact Numbers

Please make sure that you update the school as soon as possible when your contact numbers change otherwise we will not be able to communicate any offers that may become available in future.

For details on our admissions criteria and the process for in year applications please visit our website www.orchardprimaryschool.com or speak to one of the admin staff by calling 0208 671 4400.