



*My Lord! Increase me in knowledge (20:114)*

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Friday 15<sup>th</sup> September 2017

Dear Parent/Guardian,

Assalamu alaikum wa rahmatullahi wa barakatahu,

We pray that this letter finds you in the best of health and imaan.

We are writing to you as our records indicate that you have made an application for your child/children to join Orchard Primary School last year. If you would like your child/children to remain on our waiting lists, you will be required to reapply on an annual basis at the beginning of the new academic year.

Therefore to make this process easier we require the form on the reverse of this letter to be completed and returned to the school office with the required evidence by **Friday 20<sup>th</sup> October 2017**.

**If you have moved address please make sure you update your address details and provide evidence as stated in the notes overleaf. Also please make sure any contact numbers are also updated.**

If we do not receive your form by the deadline we will assume you no longer wish your child/children to remain on the waiting list and your details will be removed.

If you would like further information or need help with completing the information, please contact the school office on the details above.

Jazak'Allah Khairun / Thank you for you co-operation.

Was-salaam / yours sincerely,

Orchard Admin Team



<b>FOR OFFICE USE:</b>	<b>Proof of Residence Seen: Y / N</b>
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<b>Child's Surname:</b>		<b>Child's First Name:</b>	
<b>Date of Birth:</b>		<b>Gender:</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Are you of the Muslim faith:</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Contact Numbers:</b>	<b>Home:</b>	<b>Main Mobile:</b>	
<b>Address:</b> (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)	(If your address has changed please make sure you provide proof – see details below)		
	<b>Borough:</b>		<b>Postcode:</b>
<b>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and accurate and I understand that providing misleading or false information could result in any subsequent offer being withdrawn at Orchard Primary School.</b>			
<b>Signature of Parent / Guardian:</b>		<b>Date:</b>	<b>Relationship to Child</b>

## Important Notes:-

### Proof of Address

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.

### Waiting Lists

If no places are available at the time of application your child will be added to the waiting list automatically. If you would like to keep your child on the waiting list for the following year you will need to re-apply in year application in September. 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](http://www.orchardprimaryschool.com) or speak to one of the admin staff by calling 0208 671 4400.