

**APPLICATION FOR IN-YEAR ADMISSION**  
**ST CLEMENT DANES SCHOOL**

Chenies Road, Chorleywood, Hertfordshire WD3 6EW. Telephone for Admissions: 01923 286680

Please complete this form in **black ink** and **block capitals** and return it **unfolded** to the Admissions Officer at the above address as soon as possible. Should you wish to receive an acknowledgement of your application, please stamp and self address the postcard in this pack.

CHILD'S SURNAME:.....

CHILD'S FORENAMES:.....

GENDER:                             MALE                             FEMALE    (please tick)

DATE OF BIRTH:..... AGE AT LAST BIRTHDAY:.....

HOME ADDRESS:.....

POSTCODE:..... HOME TELEPHONE NO:.....  
(Not a mobile number)

NAME FATHER/GUARDIAN:.....

NAME MOTHER/GUARDIAN:.....

DAYTIME TELEPHONE NO/MOBILE NO:.....

PRESENT SCHOOL:..... SCHOOL TELEPHONE NO:.....

Before continuing, please read carefully the Admissions Criteria on the back of this form and accompanying Admissions Policy to ensure that your application is completed appropriately. Please tick the Admission Criteria by which you wish your child to be considered. You may wish your application to be considered under more than one criterion.

1                             2                             3

SIBLING CONNECTION (Please tick)  YES  NO (If yes, please complete the following)

Full name:.....

Dates of attendance    From .....                            To .....

Tutor Group if still in attendance:.....

If you wish to attach a letter of support to your application please do so but it is not obligatory as places are allocated in accordance with the schools admissions policy.

To the best of my knowledge the information given by me in connection with this application is correct and I agree to notify the Headteacher immediately of any change of my address or other circumstances.

Signed..... (Parent or Guardian)                            Date.....

**PLEASE DO NOT FOLD THIS FORM**



### APPLICATION FOR IN-YEAR ADMISSION

The school is a co-educational all ability Academy. The Admissions Committee of the Governing Body, which includes the Headteacher, are responsible for all admissions to the school.

The admission number for the school for September 2011 will be 208 students in years 7, 8, 9 10 and 11.

#### **How places are allocated**

In the event that the year group applied for is full if a place becomes available the following criteria will be applied, in the order set out below, to decide which child to admit:

1. The Governors will fulfil their legal obligation to allocate a place to an applicant who is in Public Care.
2. Children with a brother or sister currently attending St Clement Danes School, Hertfordshire and who will still be attending the school on the date of admission.
3. Any remaining places will be allocated on the basis of proximity to the school. The distance from the school to an applicant's home address is calculated using a straight line distance measurement provided by Hertfordshire County Council's GIS system

Children with Statements of Special Educational Needs are not subject to the oversubscription criteria and parents are advised to read the Casual Admissions Policy.

Parents are advised to read the school's prospectus and casual admissions policy before submitting their application. In-Year admission is defined as any admission other than by the co-ordinated secondary transfer process.

**Parents have the right to appeal against refusals of admission to the school. If you wish to appeal against the Governors' decision not to award your child a place, you should write to the Appeals Administrator, c/o St Clement Danes School, Chenies Road, Chorleywood, Hertfordshire WD3 6EW.**

**Further information regarding admission to St Clement Danes School can also be found on the school website [www.stclementdanes.org.uk](http://www.stclementdanes.org.uk)**