

**Student In Year Admission
Application Form
Academic Year 2020-2021**

Please complete this form in **black ink, block capitals** and return the form and supporting documents by post or email to the

**Admissions Officer, Westfield Academy, Tolpits Lane, Watford,
Hertfordshire WD18 6NS**

Email: admissions@westfield.academy

Office Use Only	
Date Received	
Student Name	
Year Group	
Application Accepted	Yes / No
Confirmation sent to Parent/Carer	Yes / No

Please read Westfield Academy's Admission policy before completing the form.

Personal Details

Child's Legal Surname			
Child's Legal Forename			
Family Surname (if different from above)			
Date of Birth		Age at Last Birthday	
Gender (please circle as appropriate)	Male / Female		
Child's Permanent Home Address (<i>If parents are separated/divorced please give addresses of both parents below</i>)			
Postcode			
Daytime Telephone Number / Mobile Number			
Name of Father /Carer			
Home Address if different to your child's home address			
Name of Mother			
Home Address if different to your child's home address			
If two different addresses have been provided above, please state the preferred correspondence address			
Preferred Parent/Carer Email Address for communication			
Is your child a Looked After Child or previously under the care of a Local Authority? (<i>please circle as appropriate</i>). <i>If yes, please see checklist for additional documents required</i>	Yes / No		
Does your child have a sibling attending Westfield Academy? (<i>please circle as appropriate</i>).	Yes / No		
If Yes, please state name of sibling and Year Group	Name:..... Year Group:.....		

Information about your child's last or present school

This page will be forwarded to the student's current school for admission purposes

Student Name	
Name of school	
Address	
Postcode	
School Email Address	
Telephone number	
Current Year Group	
Date of admission	
Leaving date (if applicable)	

Parent/ Carer's Consent

I agree that Westfield Academy can contact the above school for information regarding child. <i>(please circle as appropriate)</i>	Yes / No
Does your child have an Education, Health and Care Plan or Statement of Educational Need? <i>(please circle as appropriate). If yes, please see checklist for additional documents required</i>	Yes / No
Parent/Carer Signature	
Parent/Carer – PLEASE PRINT NAME	

**For Contact Purposes: Admissions Officer, Westfield Academy, Tolpits Lane
Watford, Hertfordshire WD18 6NS Email: admissions@westfield.academy**

Additional Documents to be attached with Application Form

Required

Tick if attached

- Latest school report
- Two proof of address documents of child's permanent address
(recent original utility bill in your name for your child's permanent address)

Required if Relevant

- Proof of arrival into United Kingdom
- If you are moving house – please supply two documents showing proof of address, e.g. Council tax, Tenancy agreement, solicitor's letter confirming completion date etc.
- Letter from Social Worker and/or Advisory Teacher if your child is Looked After Child or child previously under the care of a Local Authority
- Your child has an Education, Health and Care Plan or Statement of Education Need.
The evidence must clearly demonstrate why it is the only Westfield Academy that can meet your child's needs.
All applications are considered on an individual basis, but you should include all listed below:-
 1. Letter from a professional involved with your child or family explaining in detail the condition and any specific professional evidence to show why only Westfield Academy can meet your child's individual needs
 2. Professional evidence that outlines exceptional family circumstances making clear why only Westfield Academy can meet the child's needs;
 3. For medical cases, a clear explanation of why the child's disability or severity of illness makes attendance at Westfield Academy essential.
- Other: please specify:.....

Declaration

I/we confirm that:

- To the best of my/our knowledge, all the information given above is correct and all relevant documents are attached.
- I understand that should I have provided any false information, Westfield Academy may reject this application and/or withdraw the offer of a place
- I undertake to notify Westfield Academy if any of this information changes before any offer of a place is made.
- I understand that Westfield Academy will not accept liability for any mail that has under paid postage.

Parent / Carer Signature:

Parent/Carer Name:

Date:

Reason for applying for a place at Westfield Academy & any other information that should be taken into consideration
