

**IN YEAR ADMISSION APPLICATION (2017 – 2018)
SUPPLEMENTARY INFORMATION FORM (SIF)**

If you are seeking a place for your child at Westfield Academy you should complete this Supplementary Information Form (SIF) and return it to the Admissions Officer at the Academy- **admissions@westfield.herts.sch.uk**

Your child's home address at the date of application is important in deciding whether or not a place can be offered if the Academy is oversubscribed. The Academy reserves the right to reject an application and/or withdraw an offer of a place should it be established that false information has been given.

Child's Surname:

First Name(s):

Permanent home address:
(If parents are separated/divorced please give addresses of both parents, see Item 4 below)

.....

.....Post Code:

Full name(s) of parent or legal guardian (at the permanent home address)

.....

Name and address of parent (if different from above)

.....

..... **Post Code:**

Child's date of birth:

(You will be required to show us the original copy of the child's birth certificate or passport)

Gender Male / Female

7. Home phone number: **Mobile number:**

E-mail address:

8. Current school or last school

Please attached a copy of your child's last school report-without this your application cannot be considered.

9. Current year group:-----

**Westfield Academy
SUPPLEMENTARY INFORMATION FORM (SIF)**

Are you moving house? **YES / NO**

If "Yes" please supply two documents showing proof of address, e.g. Council tax, Tenancy agreement, solicitor's letter confirming completion date etc.

Please give brief details about the reason you are applying for a place at Westfield Academy for your child.

The information provided on this form is subject to the Data Protection Act 1998. The information provided is for use by the school and the Local Authority. It may also be disclosed to the Governing Body. Information gathered on this form will be held on computer records. Maintenance of these records and the information contained therein will be subject to the provision of the Data Protection Act 1998.

Please answer ALL of the following questions, having read our admissions criteria.

Criterion 1: Is this child a Looked After Child, or previously Looked After Child?

(A child who is in the care of a Local Authority?)

YES / NO

If you are applying under criterion 1, we will need to see a supporting letter from this child's social worker and/or advisory teacher.

Criterion 2: Is it essential for your child to be admitted to the Academy because of special circumstances to do with significant medical or social needs? YES / NO

If you are applying under criterion 2, you must give details of the circumstances when you submit this form.

The evidence must relate specifically to this academy, and must clearly demonstrate why it is the only school that can meet your child's needs. All applications are considered individually, but you should include:

- Specific professional evidence to show why only Westfield Academy can meet your child's individual needs;
- Professional evidence that outlines exceptional family circumstances making clear why only Westfield Academy can meet the child's needs;
- For medical cases, a clear explanation of why the child's disability or severity of illness makes attendance at Westfield Academy essential.

Applications under criterion 2 will only be considered if they are supported by a letter from a professional involved with your child or family.

Criterion 3: Will your child have a sibling living at the same address and currently

Attending the academy?

YES / NO

If yes, please give the name of the sibling:

Criterion 4: Distance

The remaining places will be offered to pupils with the nearest distance measurement on the basis of proximity, i.e. students who live the nearest distance at the close of the HCC admission late application date.

Please enclose a recent original utility bill in your name for your child's permanent address (unless you are applying under criterion 3, siblings) and proof of arrival to the county if applicable, along with a stamped addressed envelope so that we can return it to you.

Please note the following:

Please make sure that you have enclosed supporting evidence where appropriate, along with a stamped addressed envelope for us to return the supporting evidence where necessary.

Please ensure that you affix the correct postage if you are sending this application by Royal Mail, as we cannot guarantee that we will collect or pay for items which have been underpaid.

Declaration

I/we confirm that:

- To the best of my/our knowledge, all of the information given above is correct, and I understand that should I have provided any false information the academy may reject this application and/or withdraw the offer of a place
- I undertake to notify the academy if any of this information changes before any offer of a place is made.

Signed:

Full name:

Parent/Carer (please delete as appropriate)

Date:

Please include the following documents with your application:

- *Last school report*
- *2 proof of address*
- *Proof of arrival into the country if applicable*

**Please e-mail your application & supporting documents to:
admissions@westfield.herts.sch.uk**