



## REQUEST FOR CHILD TO JOIN SCHOOL

Other than at the start of Reception

Child's Name \_\_\_\_\_ Male / Female  
(delete as applicable)

D.O.B \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Parents / Carers Names \_\_\_\_\_

Contact telephone number /s \_\_\_\_\_

Contact telephone number /s \_\_\_\_\_

Email address for correspondence \_\_\_\_\_

Where there is a place available in a Year Group the Governors will consider all the applicants for that Year Group at the same time. If there are more applicants than places available the over-subscription criteria, set out in the school Admission Policy, will be applied to determine which child will be offered the available place. A copy of the school admission policy is available upon request and can be found on the school website.

*Please sign below to indicate that you have read and understood the procedure as outlined in the above paragraph.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

### FOR OFFICE USE

Birth Certificate seen  Year Group \_\_\_\_\_

Child Benefit book seen  Initials \_\_\_\_\_

Other documentation \_\_\_\_\_

(Please state what has been seen)

*Please complete this form and return it to the school office.*

**PRIVACY NOTICE:** For information on how we collect, store and use personal data you provide; please refer to our 'Privacy Notice' available on our website at [www.lightcliffeprimary.co.uk](http://www.lightcliffeprimary.co.uk) under the 'About Us' section or on request from the school office.