

## LADY MARGARET SCHOOL



*"I have a goodly heritage"*

### ADDITIONAL INFORMATION FORM YEAR 7 ENTRY - SEPTEMBER 2018

This form is to be completed by the parent of the girl for whom the application is being made. Applications may be made for Year 7 girls whose birth dates fall between 1 September 2006 and 31 August 2007. For your application to be properly considered, it must be returned in an envelope clearly marked "Admissions" to reach the school **not later than Tuesday 31 October 2017**. ***(Please note that the School office is not open during the half term break: 23 – 27 October 2017)***. Assessment tests will be held at Lady Margaret School on a date to be agreed. Information about the timings of the test will be confirmed nearer the time.

#### IMPORTANT INFORMATION - PLEASE READ CAREFULLY

No application can be properly considered unless accompanied by **two** of the following so that the home address can be verified:

- (1) a Council Tax bill or statement; and/or
- (2) a utility bill or statement; and/or
- (3) the Child Benefit statement.

If the home address is rented accommodation and the rent includes Council Tax, parents must submit **two** of the following so that the home address can be verified:

- (1) a utility bill or statement; and/or
- (2) another separate utility bill or statement from a different supplier; and/or
- (3) the Child Benefit statement.

The bills and statements must be the **most recent**. The utility bills must relate to a period ending no more than three months before the date of the Additional Information Form. Mobile phone bills are not acceptable. **Please submit original documents where possible.**

**Failure without reasonable cause to submit these documents with the Additional Information Form will mean that the application cannot be processed if the relevant category is over-subscribed.** No other supporting documents are required (except for previously looked after girls).

#### THE COMMON APPLICATION FORM

As well as submitting our Additional Information Form, all applicants must complete a Common Application Form and return it to their Local Authority. Please refer to the Admissions Policy in our Prospectus for further information. **NO APPLICATION CAN BE CONSIDERED UNLESS YOUR LOCAL AUTHORITY HAS RECEIVED YOUR COMMON APPLICATION FORM.**

**PARENTS ARE ADVISED TO SUPPLY AS MUCH INFORMATION AS POSSIBLE**

**Please complete the form in block capitals**

**Personal details (please underline your daughter's preferred forename)**

Girl's forenames.....

Girl's surname.....

Girl's date of birth .....

Girl's home address

.....

.....Post Code.....

**The home address is the girl's permanent residence. It will normally be the address held for the girl by her Primary School. If parents are separated and share residence of the girl, the address given should be that of the parent with whom the girl spends most of the school week. If the parent making the application lives at a different address from the girl's, a letter of explanation should be attached. An application can only be made from a single address and only a single application can be made for each girl. It is not acceptable for a family to use a temporarily rented address to secure a place.**

**Parents must inform the school of any change in the girl's home address and submit two supporting documents as set out on the previous page so that the new address can be verified.**

Name of Parent(s).....

Indicate whether Revd Dr Mr Mrs Miss Ms or other title.....

Parent 1's Address (if different from above).....

.....

Parent 2's Address (if different from above).....

.....

Guardian's Address (if different from above).....

.....

**Telephone Numbers (any change of telephone number must be advised to us immediately)**

Parent 1: Day.....Evening.....Mobile.....

Parent 2: Day.....Evening.....Mobile.....

Guardian: Day.....Evening.....Mobile.....

Email addresses:

Parent 1.....

Parent 2.....

Guardian.....

Name and address of primary school.....

.....

**THE REST OF PAGE 3 AND THE WHOLE OF PAGE 4 ONLY APPLY IF YOUR DAUGHTER HAS A STATEMENT OF SPECIAL EDUCATIONAL NEEDS OR AN EDUCATION, HEALTH & CARE PLAN, OR IS A LOOKED AFTER OR PREVIOUSLY LOOKED AFTER GIRL OR HAS A SIBLING ALREADY AT THE SCHOOL. IF NONE OF THESE APPLY PLEASE GO TO PAGE 5 IF YOU ARE APPLYING FOR A CHURCH OF ENGLAND FOUNDATION PLACE. OTHERWISE PLEASE GO TO PAGE 6.**

#### **GIRLS WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS OR AN EDUCATION, HEALTH & CARE PLAN**

We welcome girls with statements of special educational needs or an education, health & care plan. There is a different system for admitting such girls but it is helpful if parents fill out this form. We also ask that parents co-operate with the school by bringing their daughter to our assessment test.

**(Please tick to confirm)**

- The applicant girl has a statement of special educational needs or an education, health & care plan

#### **LOOKED AFTER GIRLS**

We welcome applications from looked after girls. Please provide a letter from the local authority that looks after her confirming that she is a looked after girl at the time of the application.

**(Please tick to confirm)**

- The applicant girl is a looked after girl
- I enclose a letter from the local authority that looks after her confirming that she is a looked after girl at the time of the application.

#### **PREVIOUSLY LOOKED AFTER GIRLS**

We welcome applications from girls who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

Parents seeking admission of their daughters as previously looked after girls must provide:

- (1) a copy of the adoption order, residence order or special guardianship order; and
- (2) a letter from the local authority that last looked after her confirming that she was looked after immediately prior to that order being made.

**Please note that it is not enough that the girl has been adopted or that a residence or special adoption order has been made. The girl must also have been looked after by a local authority in England and Wales immediately before the adoption, residence, or special guardianship order was made.**

**(Please tick to confirm)**

- The applicant girl is a previously looked after girl
  
- I enclose the following
  - (1) a copy of the adoption order, residence order or special guardianship order and
  - (2) a letter from the local authority that last looked after the girl confirming that she was looked after immediately prior to that order being made.

**SIBLINGS**

“Siblings” means all blood, half, step, adoptive and foster sisters who live at the same home address as an older sister already attending the school. The term “sibling” does not apply to any other relative of the applicant or to any other person living permanently in the applicant's household

The priority given to siblings does not apply if the older sister will not be a pupil at the school in September 2018.

The priority given to siblings does not apply where the home address of the girl is at a greater straight line distance from the school than the home address of her older sister at the time of the latter's admission

An applicant does not have priority as a sibling if her older sister first joined the school at Year 12 or thereafter.

Parents applying for a foundation place can only rely on the priority given to siblings if the younger sibling satisfies the conditions about church attendance.

Please refer to the school's Year 7 Admissions Policy for a full explanation of the school's sibling policy and of how the school measures distance.

**ONLY FILL IN THE DETAILS BELOW IF YOU ARE APPLYING ON THE BASIS THAT YOUR DAUGHTER HAS PRIORITY AS A SIBLING**

Full name of the older sister.....

Date of birth of the older sister.....:

Date the older sister joined Lady Margaret School.....

Address of the older sister when she joined Lady Margaret School

.....

**THE FOLLOWING SECTION SHOULD ONLY BE FILLED IN BY PARENTS APPLYING FOR A CHURCH OF ENGLAND FOUNDATION PLACE**

**If the girl attends any other church, e.g. Roman Catholic, Methodist, Pentecostal, you should not fill in this page.**

**In order to be eligible for a foundation place the girl must have attended a service at a Church of England church, or churches, at least fortnightly for a minimum of three years up to the present time.**

**Details of CHURCH OF ENGLAND attendance**

Name of church attended by your daughter.....

Name of Vicar of this church.....

Church Address.....

Vicar's Address (if different from above) .....

.....

Vicar's telephone number.....

Vicar's email address.....

How long has your daughter been attending this Church up to the present time?.....

How frequently does she currently attend eg weekly or fortnightly?.....

**If your daughter has been attending your current church for less than three years please give details of the Church of England church(es) where she worshipped previously. Please write on a separate sheet if necessary.**

Name of church attended by your daughter **before** she attended the current church you have named previously

.....

Name of Vicar of this church.....

Church Address.....

Vicar's address (if different from above).....

.....

Vicar's telephone number.....

Vicar's email address.....

How long did your daughter attend this church? .....

Did she attend at least fortnightly (either on Sunday or during the week)?.....

**THE FOLLOWING SECTION MUST BE FILLED IN BY ALL PARENTS**

**(Please tick to confirm)**

I enclose **two** of the following so that the home address can be verified:

- a Council Tax bill or statement; and/or
- a recent utility bill or statement (but not a mobile phone bill); and/or
- the Child Benefit statement.
  
- The home address is rented accommodation and the rent includes Council Tax, and I enclose **two** of the following so that the home address can be verified:
  - a recent utility bill or statement (but not a mobile phone bill); and/or
  - another recent and separate utility bill or statement from a different supplier (but not a mobile phone bill); and/or
  - the Child Benefit statement.
  
- I understand I must bring my daughter to the Assessment Test on a date to be agreed.

**STATEMENT BY PARENT**

**I confirm that the information submitted on this form is true and wholly accurate. I am aware that a fraudulent or intentionally misleading application (including failing to inform the Governors of a change of material circumstances such as a change of address) will result in the disqualification of this application and, in the case where a place has been offered, the withdrawal of the offer of a place.**

Signed ..... Parent

Print Name..... Date .....

**POSTAGE**

The Post Office operates a system which not only takes account of the weight but also the **size** of the item being mailed. It is **essential** that you put the correct postage on the envelope.