

Helena Romanes School application form, 2021 primary admissions

Section 1: Pupil Details

Pupil Surname	
First Name(s)	
Date of Birth (DD/MM/YYYY)	
Male/Female	
If this child has been known by another name, please enter it here	

Section 2: Home Address:

House Number/Name	
Street	
Town	
Postcode	

Section 3: Parent/Carer Details

Mr/Mrs/Miss/Ms/Other	
Initial	
Surname	
Relationship to child	
Home Telephone No.	
Mobile Telephone No.	
Work Telephone No.	
Email address	

Section 4: Moving House- Fill in this section if you are moving house)

When are you moving? (DD/MM/YYYY)	
House Number/Name	
Street	
Town	
Postcode	
If the move is due to a new posting as Service or Crown Servant Personnel please tick here. <input type="checkbox"/> Please provide evidence of your posting with this form.	

Section 5: Other Details

	Yes/No
Does your child have an Education, Health and Care Plan?	
Are there any exceptional medical reasons why your child should specifically attend this school?	
Child of a staff member?	
Are there any social reasons why your child should specifically attend this school?	
Is your child cared for by a Local Authority or is he/she a previously looked after child?	
If yes, which Local Authority?	<input type="text"/>

Section 6: Siblings- Does your child have a sibling link with the school?

Name	Date of birth	Year Group

Section 7: Declaration

I confirm that I have read the information in the "Primary Education in Essex 2021/2022" booklet (available via www.essex.gov.uk/admissions) and the notes of guidance for the completion of this form. I also confirm that the information I have given on this form is true and that I am a parent of this child.

Signed:	<input type="text"/>
Date:	<input type="text"/>

The form **MUST** be received in the School Admissions at this address:

School Admissions, The Helena Romanes School, Parsonage Downs, Great Dunmow, Essex, CM6 2AU.

You should receive an acknowledgement within 10 working days of sending your application form. Please contact the school if it does not arrive.

Notes of guidance to assist in the completion of the application form

BEFORE COMPLETING THE FORM PLEASE READ THE PRIMARY EDUCATION IN ESSEX 2021/2022 BOOKLET at www.essex.gov.uk/admissions

Section 1 - Pupil Details

- Pupil's name - the names by which the child is legally known.
- Gender - many names are unisex and we need to be able to record male or female on our database.

Section 2 - Home Address

Please give the home address for the child. See pages 12 and 13 of the Primary Education in Essex 2021/22 booklet.

Section 3 - Parent/Carer Details

Please give the name and contact details of the parent/carer who lives at the address provided on the application form and their relationship to the child

Section 4 - Moving House

If you are moving house please provide as much information as you can. If there are changes to your plans you must let us know immediately or your child's offer of a place could be withdrawn. If you currently live outside the Essex LA area you should make your application via your home authority.

Section 5 - Other Details

- Special Educational Needs – please tell us if your child has an Education, Health and Care Plan.
- Medical circumstances – you should check the school's admissions policy and send any supporting evidence to the school.
- Social circumstances – you should check the school's admissions policy and send any supporting evidence to the school.
- Looked After Children (LAC) – please tell us if your child is cared for by a Local Authority (or is a previously LAC) and the name of that LA. See definition on page 15 of the Primary Education in Essex 2021/2022 booklet.

Section 6 – Siblings

- Siblings - please identify if you have an older child at the school.

Section 7 - Declaration

The form must be signed and dated by a person with parental responsibility for the child, confirming that you have read the booklet and notes of guidance. Unsigned forms cannot be accepted and will be returned.

Please remember that any information you provide on your application may be shared with independent appeal panel members.