

# Guidance on completing your application

## Section 1:

### Details of child

#### Your child's name

Please write your child's legal name clearly.

#### You child's home address

The address you give must be your child's permanent address on the date of application. You are required to supply a proof of occupancy with your child's application. The school may request further proof of occupancy upon an offer of a school place. Please refer to the attached *Guidance Notes on Proof of Occupancy* for further information on your home address and the proof of occupancy required.

#### Your child's passport information and date of entry to the UK

Where applicable, please ensure you have completed both sections.

#### Your child's educational history

Please include the name of the secondary school your child currently attends and all other previous schools. If your child is not currently attending a school, either because you have just moved into the borough or your child is being educated at home, please state this in the space provided.

### Details of parent or carer

#### Parent/carer details

Where applicable, please indicate the name of both 'parent/carers' in the spaces provided. Please indicate the home address of both parent/ carers.

#### Relationship to child

Please indicate your relationship to the child e.g. mother, father, grandmother, foster carer.

## Section 2:

### Holland Park School's Admission Criteria

Please read Holland Park School's Admissions Criteria (included with this pack) carefully prior to completing your application form.

### Medical, Social and/ or Special Needs

Please read the criteria for medical, social and special needs to understand if this applies to your child, and complete the supplementary social and medical form and return to Holland Park School with the completed Admissions form and supporting documents.

### Applying for a place at Holland Park School

Please indicate the reason you are applying for Holland Park School.

## Copy of your child's most recent school report

Students at Holland Park School are placed in bands of ability to support the academic achievement of every student. Your child's educational history will be taken into account when placing them in their allocated learning group. Please include a copy of your child's last school report to expedite the admission process once an offer has been made.

## Declaration and signature of parent or carer

### Declaration

You must sign your application form to certify that you have parental responsibility for the child you are applying for. If you provide any false or misleading information on the form or in supporting papers, or withhold relevant information, it may render your application invalid and lead to the withdrawal of an offer of a place.

### Data Protection

Holland Park School will handle information you have provided in line with the Data Protection Act (DPA) and will use the information for school admission purposes only. The information will be held in confidence with only the necessary people working within the school's admissions granted access. Holland Park School has a duty under the Children's Act 2004 to work with partners to develop and improve services to children and young people. As such, Holland Park School may also use this information for other legitimate purposes and may share information (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. For the purpose of validating proof of address, Holland Park School will refer to data held by internal Council Tax records.