The Thomas Coram Church of England School

In-Year Admissions Application Form 2025-26

SECTION 1: Your child's details

Date place is required*:	

*Places are offered on the basis that they will be taken up within 10 school days. Please do not apply more than 4 weeks in advance of the date you require a place, unless you are a service family.

Your child's details:

First name	Middle name(s)	Family name/Surname
Date of birth	Current Year Group*	Female/Male

*Places will be allocated into the usual year group based on your child's date of birth. If you wish your child to be educated in a different year group to that indicated by their date of birth, please provide further details with this form.

Your child's current address and postcode: We may check addresses and will withdraw our offer of a school place if you give a false address	Current address
	Postcode
Your child's new address and postcode: Please enclose proof* of your new address including the move date.	If you are moving house, please provide the new address below:
Date of move	Postcode

*This can be either a solicitor's letter confirming completion or a copy of the formal lease agreement. If you are moving to a rental property, please provide evidence that you have sold or are in the process of selling your previous property, or that a previous lease agreement has ended.

SECTION 2: Application details

Does your child have a sibling at The Thomas Coram CE School?	Yes ☐	No ☐
If yes, please state the name and date of birth of the brother(s) and/or sister(s)	Female/Male	Date of birth
Does your child have a sibling at Swing Gate or Victoria CE Infant Schools?	Yes ☐	No ☐
If yes, please state the name and date of birth of the brother(s) and/or sister(s)	Female/Male	Date of birth
Does your child have an Education Health and Care Plan (EHCP)? An EHCP is a document written by the local authority detailing the child's needs and the measures the school will take to help them. The SEN team at the local authority manage admissions for children with an EHCP and your application will be passed to them.	Yes ☐	No ☐
Is the child you are making an application for in public care (looked after)*? *If yes, indicate which local authority and include a supporting letter form the child's social worker and/or advisory teacher	Yes ☐	No ☐
Was your child previously looked after* but was then adopted or became subject to a residence order, or a special guardianship order? **If yes, please provide supporting evidence.** *This applies to adoption orders made under the terms of the 2002 Adoption and Children Act, which came into force in December 2005 and does not include children who were adopted without having been previously looked after.	Yes ☐	No ☐
Was your child previously in state care outside of England* and ceased to be in state care as a result of being adopted? **If yes, please provide supporting evidence.** *A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.	Yes ☐	No ☐
Are you applying under Priority 2 (exceptional medical or social needs)? * **If yes, please provide supporting evidence.** *You must include supporting professional evidence clearly demonstrating why your child's needs can only be met at this specific school. Include all the evidence you wish us to consider as we can only consider the information received at the time of application. See our Admissions Policy for full details.	Yes ☐	No ☐
Is your child eligible to receive Pupil Premium Grant Funding? * *By ticking Yes, you are giving The Thomas Coram CE School permission to confirm eligibility with your child's current school or ask you to provide proof of eligibility.	Yes ☐	No ☐
Are you or your partner UK service personnel or crown servant? * *If yes, please include an official MOD, FC or GCHQ letter showing relocation date	Yes ☐	No ☐
Do you or your partner a regularly* attend a place of worship? **You should complete the Supplementary Information Form, found at the end of this application form and ask your priest, minister or religious leader to sign it.** *Regular is defined as once a month for a minimum of six months. See our Admissions Policy for more details.	Yes ☐	No ☐

Your child's current school*

*Please note this school will be contacted when your application is processed

School Name	School Address
Date last attended (if your child has left)	

SECTION 3: Your details

Name of the person making the application (usually the parent/carer)	Title	Initial	Family Name
Address (if different to that given above)			
Home telephone number			
Mobile telephone number			
Email address* *We will use this address to contact you where possible			
Your relationship to the child			

Is the child living with you under a private fostering arrangement? This is where a child lives with an adult who is not a close relative, i.e. not a parent, grandparent, sibling, aunt or uncle.	Yes ☐	No ☐
Do you have parental responsibility? * *If no, please provide permission from the person(s) with parental responsibility, confirming they are in agreement with the application	Yes ☐	No ☐

*For births registered in England and Wales, parental responsibility is automatically given to the child's mother from birth. A child's father will have parental responsibility if;

- he was married to the child's mother when the child is born (even if later divorced or separated)
- the child was born after 1 December 2003 and he is named on the birth certificate
- a parental responsibility agreement is obtained from a court, or by agreement with the mother. Please provide copies of any appropriate court orders or residence orders with this application.

SECTION 4: Parental Declaration

If you deliberately give false information, we may withdraw the offer of a school place.

All of the information I have given on this form is correct and up to date. I have read and understand the school's admissions policy. I understand that you will inform my child's current school of this application and will share the information in this application with the local authority. I understand that my child must be able to take up the allocated school place immediately and that the school place may be withdrawn in not accepted within 10 school days.

I confirm I have parental responsibility for this child and/or the agreement of all persons with parental responsibility ☐

I enclose any supporting evidence relating to the application, including proof of arrival if applicable ☐

Your full name			
Your signature		Date	

Please return this application form to:
The Thomas Coram CE School, Swing Gate Lane, Berkhamsted, Hertfordshire, HP4 2RP
admin@thomascoram.herts.sch.uk

Supplementary Information Form
for those claiming Church attendance

Parents/Carers and Clergy are asked to complete and sign this form to assist the Governing Body in ensuring that those most qualified for admission under Priority 7 and Priority 8 are properly considered. Please note that this is based on the parents'/ carers' links with the church and not just the child's membership.

Priorities 7 and 8 are:

Priority 7	Children who have one or more parents/carers with a regular worship commitment at any of the Anglican churches of Great Berkhamsted or Sunnyside with Boume End, verified on the attached Form 2 by the parish priest concerned.
Priority 8	Children who have one or more parents/carers with a regular worship commitment at other Anglican churches, other Christian denominations or other Faiths, verified on the attached Form 2 by the priest, minister or religious/faith leader concerned, and live within the ecclesiastical Parishes of Great Berkhamsted or Sunnyside with Bourne End.

Name of Child .....

Name of Parents/Carers .....

Child's Permanent Home address .....

Name of Church .....

Address of Church .....

Name of Clergy and Position in Church .....

As a parent/carer of the child named above, I confirm that I have regularly worshipped at the above church at least once a month for a minimum of six months.[1]

Parent/Carer signature ..... Date .....

I confirm that the parent/carer signing above has regularly worshipped at this church at least once a month for a minimum of six months.[3]

Clergy signature .....

[1] The requirements in relation to attendance will only apply to the period when the church or, in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship.