

Primary Admission Form Part 1

Academic Year 2025/2026



St. Helens
Council

To be completed by parents whose child resides in the Borough of St Helens and is due to start Primary School in September 2025. **It is important that the accompanying Information for Parents booklet is read BEFORE this form is completed. Only one application per child should be made.**

Section 1

Your Child's Details

Surname _____ Date of Birth

Legal surname, if different from above _____

First Name(s) _____ Gender (please tick) Boy Girl

Home Address _____

Postcode _____ Daytime telephone number (if any) _____

Email _____

Does your child have an Education Health and Care Plan? Yes No

Is your child looked after? Yes No If 'yes', which Local Authority? _____

Name of social worker: _____ Contact Number: _____

Was your child previously looked after? Yes No If 'yes', you will need to provide evidence to support this.

Evidence enclosed is a copy of:
 Adoption Order Residence Order Special Guardianship Order

PLEASE NOTE:

- A copy of proof of address must be attached to this application form. A copy of your Council Tax bill, recent utility bill, or other similar documents are acceptable as proof of address.
- If you are applying for a Faith school, and you wish your application to be considered under the priority faith criteria, you should attach the evidence detailed under Section 4 of this application form.**

Your attention is drawn to pages 8 & 9 of the Admissions Booklet, where it advises you to state a 1st, 2nd and 3rd preference of a primary school and note that changing your preferences **AFTER** the closing date may mean that your application is treated as late.

Section 2

Preferred Primary Schools

Please name up to three schools in order of preference, these can be schools both in and outside St Helens Local Authority. Please ensure that you are aware of the admission arrangements for your preferred schools, these will be in the booklet of the Local Authority in which the school is situated. **Remember:** If only one school is named and you are unsuccessful in your application for that school, you may be allocated a school which may not accord with your wishes.

NAME OF PRIMARY SCHOOL	If brother or sister presently attend, state name and date of birth
1. _____	_____
2. _____	_____
3. _____	_____

Section 3

Reasons for Preference

If you wish to give a reason why you prefer the schools/academies you have listed, please do so below. You can attach additional sheets if required.

Preference 1 _____

Preference 2 _____

Preference 3 _____



Primary Admission Form Part 2 Academic Year 2025/2026



Child's name Date of Birth

Section 5

Parents'/Carers' Details

Mother/Carer's name	Father/Carer's name
.....
Email	Email
Home Telephone	Home Telephone
Daytime Telephone	Daytime Telephone
Mobile Telephone	Mobile Telephone
Address	Address
.....

PLEASE ENSURE THAT BOTH PART 1 AND PART 2 OF THE APPLICATION FORM ARE COMPLETED AND RETURNED TO ONE OF YOUR PREFERRED SCHOOLS OR THE SCHOOL ADMISSIONS TEAM, PO BOX 512, ST HELENS WA10 9JX BY 15 JANUARY 2025.

Data Privacy

The information provided on this form will be processed in accordance with the Local Authority's School Admissions Privacy Notice. Information will be treated as confidential and will be used only for the purpose of processing your child's application for a school place in accordance with the School Admissions Code 2021.

The Privacy Notice and data protection legislation puts in certain safeguards regarding the use of personal data by organisations including the Department for Education (DfE), local authorities, police and HM Revenue and Customs. The data protection legislation gives rights to those individuals whose data is held. These include:

- The right to request access to the data that is being held by contacting the Council Data Protection Officer – dataprotection@sthelens.gov.uk
- The right to request the reason why the data is being held and what it is being used for.
- The right to request data to be removed (although without the information, the Home to School Transport Application cannot be processed).
- The right to request the Local Authority to correct or amend any incorrect information.
- The right to know who the data may be shared with.
- The right to know how long the data can be held before it is destroyed.

A copy of the full privacy notice is available on the School Admissions Webpage. By signing this declaration you are declaring that you have read and understood the terms of the notice.

If you have any concerns about how the Local Authority is handling your data, you can contact:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Signature of Parent/Carer

I am the parent or have parental responsibility for the child named on this application. I have noted the information in the current Primary Education: Information for Parents booklet and the checklist below.

Signature (Parent/Carer)

Date

PTO



Section 4

If any of your three stated preferences is for a Voluntary Aided Primary School/Academy, please ANSWER the questions below. (If you apply for a Voluntary Aided School outside St Helens, please **check** whether the school requires you to complete a supplementary information form.)

Applicants for Catholic Primary Schools only

1. Is your child baptised Catholic? Yes No

Date of Baptism

Church of Baptism

Catholic Parish of residence

Please attach a copy of your child's Baptismal Certificate. If you do not have a certificate and your child was baptised in the parish which the school serves, then the parish baptismal records will be checked by the school to confirm baptism. If your child was baptised in another parish and you do not have a certificate, you will need to obtain proof from the relevant parish to confirm that your child is a baptised Catholic.

2. Is your child baptised in another Christian Faith? Yes No

Date of Baptism

Church of Baptism

If yes, please attach a copy of your child's Baptismal Certificate

3. Is your child a member of another Faith group? Yes No

If yes, please attach a letter from the appropriate Minister of Religion

Applicants for Church of England Primary Schools/Academies only

Do you wish your child's application to be considered under the higher priority church attendance category (as detailed in the school's oversubscription criteria)? Yes No

If yes, please attach a letter from the appropriate Minister of Religion or religious leader to confirm church attendance.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Has your child any special medical or social needs? Yes No

If yes, please attach a letter from a registered health professional or social worker at the time of application. (The supporting letter or report must set out the particular reasons why the school is the most suitable and the difficulties that would be caused if the child had to attend another school.)

