Sandringham School
'Everybody can be Somebody'

Ambition Education Trust

The Ridgeway, St. Albans, Hertfordshire. AL4 9NX
Telephone: 01727 799560
Email: admin@sandringham.aetrust.uk
Website: www.sandringham.herts.sch.uk

Acting Headteacher: Mark Nicholls, BA (Hons)
Deputy Headteacher: Caroline Creaby, BA, M.Ed, Ed.D
Deputy Headteacher: Kate Mouncey, BSc (Hons) MA

Dear Prospective Parent/Carer,

SCHOOL INFORMATION FORM (SIF)
(ONLY COMPLETE FOR RULE 2 OR RULE 4 APPLICATIONS)

If you are seeking a place for your child at Sandringham School using rule 2 (medical) or rule 4 (children of staff), **you must complete this School Information Form (the SIF).** When applying under rule 4, please speak with the Headteacher in advance of application. The SIF must be returned directly to the school. It does not need to be completed otherwise.

In addition, you must complete the common application form which is available from Hertfordshire County Council at www.hertfordshire.gov.uk/admissions

Failure to complete both forms may result in the application not being considered.

Please complete this form and return to Sarah Kemp, Admissions Officer at Sandringham School, The Ridgeway, St Albans, Herts. AL4 9NX.

E-mail: admissions@sandringham.aat.school Tel: 01727 799560

Mark Nicholls
Acting Headteacher

September 2026

SANDRINGHAM SCHOOL

SCHOOL INFORMATION FORM (SIF)
(Only complete for Rule 2 or Rule 4 Applications)

Your child's permanent home address <u>at the date of application</u> is very important in deciding whether or not a place can be offered, if the school is over-subscribed. The school reserves the right to reject an application and/or withdraw an offer of a place should it be established that false information has been given. Your attention is drawn to the declaration at the end of the application form.

Please refer to Section 3 – Definitions and Details of the Admissions Criteria September 2026 – August 2027 for clarification of the admissions rules.

1. Surname: .....

   First Name(s:).....

2. Permanent Home Address:

   .....
   (*if parents are separated/divorced please give address of both parents)*

   .....

   Post Code: .....

   Name and Address of Parent (if address different from above):

   .....

   .....

   Post Code: .....

3. Date of birth: .....

4. Full name of parent or legal guardian:

   .....
   (Please delete as appropriate)

5. Home Telephone No: ..... Day Time Contact No: .....

6.a) Does your child have a compelling medical reason for attending Sandringham School? YES/NO

b) Children adopted but previously looked after abroad YES/NO

If yes, please supply relevant evidence as outlined in our admissions criteria.

c) Applications for children who were not “looked after” immediately before being adopted or made the subject of a child arrangement order or special guardianship order may be made under this rule. YES/NO

7.a) Are you a member of staff permanently employed at the school for two or more years

at the time of application. YES/NO

b) A member of staff recruited to fill a vacant post. YES/NO

If yes, please check you satisfy the requirements for rule 4 set out in Section 3 of the admissions criteria.

I declare and confirm that;

- **To the best of my knowledge and belief, all of the information given above is correct, and I understand that if any information proves false, the school may reject this application and/or withdraw an offer of a place.**
- **I undertake to notify the school office forthwith if any information changes before any offer of a place is made.**

I have also completed and submitted a common application form to Hertfordshire County Council. ☐

(Please tick)

PLEASE ENSURE YOU HAVE ANSWERED ALL THE QUESTIONS ABOVE

Signed: ..... Name: ……..……..……..
Parent/Carer (*please delete as appropriate)* (Print)

Date: .....