



**Ridgeway Academy**

'Everybody can achieve'

Headteacher: **Mrs S Mitcherson**  
Deputy Headteacher: **Mrs L Hyde**  
Deputy Headteacher: **Miss J Smith**

Herns Lane  
Welwyn Garden City  
Hertfordshire  
AL7 2AF

t: 01707 351350

admin@ridgeway.aat.school  
www.ridgeway.herts.sch.uk

Dear Prospective Parent/Carer

**School Information Form (SIF) 2025/2026  
(only complete for rule 2 or rule 4 applications)**

If you are seeking a place for your child at Ridgeway Academy using rule 2 (medical) or rule 4 (children of staff) **you must complete this School Information Form (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](http://www.hertfordshire.gov.uk/admissions).**

**If you make an application under Rule 2 or Rule 4 and fail to complete the SIF your application cannot be considered in full. Only information on the HCC form will be considered which may impact upon the success of your application.**

Please return completed SIF by 31 October 2024 to:

Helen Smith  
Admissions Officer  
Ridgeway Academy  
Herns Lane  
Welwyn Garden City  
Hertfordshire  
AL7 2AF

Email: [admissions@ridgeway.aat.school](mailto:admissions@ridgeway.aat.school)

Sarah Mitcherson  
Headteacher

## Ridgeway Academy

### School Information Form (SIF) (Only complete for rule 2 or rule 4 applications)

Your child's permanent home address at the date of application is very important in deciding whether or not a place can be offered, if the school is oversubscribed. 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 the explanatory notes and definitions of the Admissions Policy and arrangements for 2025/2026 for clarification of the admissions rules.

1	Surname of child	
	First name of child	
2	Permanent home address including postcode	
	Name and address of parent including postcode <i>(if address different from above)</i>	
3	Child's date of birth	
4	Full name of parent/legal guardian* <i>(*please delete as appropriate)</i>	
5	Home telephone number	
	Daytime contact number	
6	Does your child have a compelling medical reason for attending Ridgeway Academy	Yes/No*  <i>*please delete as appropriate</i>
	If yes, please supply relevant evidence as outlined in our admissions criteria	
7a	Are you a member of staff employed at the school for two or more years at the time of application	Yes/No*  <i>*please delete as appropriate</i>
7b	A member of staff recruited to fill a vacant post	Yes/No*  <i>*please delete as appropriate</i>  <i>(If yes, please check you satisfy the requirements for rule 4 set out in the Oversubscription criteria section in the Admissions policy and arrangements</i>

**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 Admissions Officer at Ridgeway Academy 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: Parent/carer* <i>(*please delete as appropriate)</i>	Name: <i>(Print in block capitals)</i>
Date:	

**Please return completed SIF by 31 October 2024 to:**

Helen Smith  
Admissions Officer  
Ridgeway Academy  
Herns Lane  
Welwyn Garden City  
Hertfordshire  
AL7 2AF

Email: [admissions@ridgeway.aat.school](mailto:admissions@ridgeway.aat.school)