

In-year Primary School Application Form

Refer to the in-year transfer and admission booklets on www.southend.gov.uk/admissions before completing.

Section 1

PUPIL DETAILS – Please type on the form and email to us or use clear hand writing print and post to us

Forename
Surname
Known as

Date of birth Male Female Year group

Home address
 Postcode

Current Primary School
 Postcode

If not in school, what was the last date of attendance at a school?

If child is not in school what education arrangements are in place?

Has the child been permanently excluded? Yes No

Please provide the date that you would like to start at a new school:
(Please make it clear if you are seeking a place for September start)

Section 2

PARENT / CARER'S DETAILS – Please type on the form or use clear hand writing

Mr/Mrs/Miss/Ms Forename Surname

Home Address if different from child
 Postcode

Do you have parental responsibility for this child? Yes No

What is your relationship to the child? (i.e. Mother/Father/Carer)

Home telephone number Mobile number

Email Address

Section 3

FURTHER DETAILS

(If you answer **yes** to any of the below, please ensure to provide a copy of the relevant documentation)

Is the child looked after by a Local Authority? Yes No

If yes, which Local Authority?

Has the child been previously looked after and is now adopted or subject to residence or special guardianship order?

Yes No If yes, which Local Authority?

Has the child been previously looked after outside of England, and is now adopted?

Please provide details:

Is the child a member of a returning Service or Crown Family? Yes No Please provide letter from MOD

Section 4 SIBLINGS

Does your child have sibling/s of school age? Yes No

If yes, please provide sibling details below;

Name	Date of Birth	Year Group	School Attending
	DDMMYYYY		
	DDMMYYYY		
	DDMMYYYY		
	DDMMYYYY		

Section 5 SCHOOL PREFERENCES

Please list your preferred school in priority order. You are not required to give reasons for your preferences; however it would be helpful if any reasons you give relate to published admission criteria for the school.

Preference	Name of Preferred School	Additional Reasons (optional/tick or provide)			
		Catchment		Sibling	
1st		Catchment		Sibling	
2nd		Catchment		Sibling	
3rd		Catchment		Sibling	

Remember to check whether you also need to complete a Supplementary Information Form (SIF) for any of your schools.

Please Note: A copy of this application is provided to the allocated school, or to any school that you have made a preference for who process their own in-year admissions.

Section 6 REASONS FOR APPLICATION

You must select one of the reasons below and for **a-c provide supporting documents**

For **a), b) or c)** Please give your new address, your intended date of moving and attach to this form a copy of either a letter confirming exchange of contracts or a tenancy agreement (for a period of 6 months or more)

Reasons for Application;

- a) Moving into the Southend (Please provide moving details below)
- b) Moving to a different address in the Southend area? (Please provide moving details below)
- c) Moving to Southend from Overseas (Please provide moving details below)

Date you are moving if known:

Applications are put on hold until proof that you are living in the borough is provided to the Admissions Team.

New/Moving Address:
 Postcode

d) Not moving but wanting a new school (Please give the reasons why you are seeking this transfer and confirm if you have discussed this with the current Head Teacher)

Section 7 **ADDITIONAL INFORMATION**

Please provide the following information to facilitate the admitting school to support the pupil once enrolled. Please indicate clearly as **in-complete application forms may be returned.**

Does the child have an Education and Health Care Plan/statement?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Is the child currently receiving SEN support in school?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Does the child have an Individual Support Plan (ISP)?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Does the child have an Early Health Assessment (EHA)?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If NO has a EHA been initiated?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Is the child registered as disabled?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

If you have answered **YES** to any of the questions above please give details below;

Have any of the following services been involved with your child in the last three years?

School Attendance	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Educational Psychologist	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Social Worker	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Home Education	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Child and Family Services	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

If you have answered **YES** to any of the questions above please give details below including a contact name and telephone number;

Is there any additional information you wish the admitting school to be aware of? YES NO

If Yes, please give details below;

Section 8 **SUBMISSION**

In order to provide you with a school place, we will share this information with the necessary parties.

Name
(please print)

Relationship
to child

Date

Once completed this form must be returned to;

The School Admissions Team, Department for People, Southend on Sea Borough Council, Civic Centre, Victoria Avenue, Southend on Sea, SS2 6ER.

It can also be emailed to; admissions@southend.gov.uk

General Data Protection Regulation (GDPR) – We are committed to protecting your privacy when you use our services. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. Southend-on-Sea Borough Council are the data controller for the information we have about you, this means we control how your personal information is processed and for what purposes. The School Admissions Privacy Notice, available in full on the council website http://www.southend.gov.uk/downloads/file/5784/school_admission_privacy_notice explains how we use information about you and how we protect your privacy. We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer at Dataprotection@southend.gov.uk or by calling 01702 215000.