

Mid-Year Application for a Secondary School Place

You should not remove your child from their current school until a place has been secured elsewhere.

Section 1 – Pupil details

Pupil surname		
First name(s)		
Date of birth	Year group	Male <input type="checkbox"/> Female <input type="checkbox"/>
Current school (or last school attended)		
Town and postcode of current school		
Is the child still attending? Yes <input type="checkbox"/> No <input type="checkbox"/>		If no, last date of attendance
If the child is known by another name please add it here		

Section 2 – Home address

House number or name	Street
Village	Postcode
Post Town	

Section 3 – Parent/carer details

Mr/Mrs/Miss/Ms	Initials	Surname
Relationship to child		Home phone no.
Work phone no.		Mobile phone no.

Section 4 – Reasons for change of school

a) Preferred date of admission		
b) If you are moving into the area, date of move		
New address if different to Section 2 (please attach copies of proof of address (e.g. Exchange of Contracts or signed tenancy agreement).		
House number or name	Street	
Village	Post Town	Postcode
c) Have you discussed your reasons for wanting a different school for your child with your child's current school?		Yes <input type="checkbox"/> No <input type="checkbox"/>
d) Has your child attended any other secondary school?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes' please give details:		
Name of school (1)		Date of leaving
Reason for leaving: Moved home <input type="checkbox"/> Permanently excluded <input type="checkbox"/>		
Other (please give reason)		
Name of school (2)		Date of leaving



Reason for leaving: Moved home <input type="checkbox"/> Permanently excluded <input type="checkbox"/>
Other (please give reason)

Section 5 – Other details

Is your child cared for by a Local Authority or is he/she a previously looked after child?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the child have a statement of Special Educational Needs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any exceptional medical reasons why the child should specifically attend this school (in accordance with the school's Admissions Policy)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', please attach supporting evidence from the child's doctor or other health care professional.	

Section 6 – School preference

Please state your preferred school in the box below. You do not have to give reasons for your preference. Any reasons you give should generally refer to the admissions policy.	
Preferred school	
Reasons – Please enclose a letter with your application giving as much background information as possible.	

Section 7 – Siblings

If you have another child at this school please enter their details below.	
Name	Date of birth

Section 8 – Other information

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Section 9 – Declaration

I have read the notes of guidance for the completion of this form. I confirm that the information I have given is true and that I have parental responsibility for this child. Evidence will be required of the applicant having parental responsibility.

Signed	Date
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Please return this form directly to the school for which you are applying.

Data Protection Act 1998: the personal information collected on this form will be used and shared with Essex County Council for the administration of school admissions.

Notes of Guidance on Completion of the Mid-Year Secondary School Application Form

1. This form should be completed and sent directly to the Essex secondary school you wish to apply for. Contact details for every school in Essex can be found via the website www.essex.gov.uk/admissions using the “Find a primary or secondary school” link.
2. You should be aware that there is no guarantee of a place at any school so you can and should apply for more than one school, unless you have established that your preferred school definitely has a place for your child. To find out if there are places, you need to contact the school(s) directly.
3. If you do decide to apply for more than one school, you need to make a separate application on a separate form for each school.
4. Once you have sent your application to the school, the school should write to you within 7 schooldays to confirm if a place is being offered or not. If you do not hear within this timescale, please contact the school directly to ask about your application.
5. If the school writes to you to offer a place, you should get in touch with the school to confirm if you are accepting the place and arrange a start date.
6. If you are refused a place, the letter you receive should explain that you have the right of appeal to an independent appeal panel against the decision. Appeals should be made in writing using the relevant form within 20 school days of the refusal letter. Information about appealing is available on the website www.essex.gov.uk/admissions from the ‘Appeals’ link.
7. Applying from overseas – for UK/EU citizens where the last school was overseas, you need to provide a copy of the passport to prove that the child is a UK/EU citizen. For non-EU citizens, the child must be in the UK before the application can be processed and proof of residency such as an endorsed (stamped) passport or entry visa will be required with the application.
8. If, having applied for a place, you do not manage to secure a school for your child (and you are living in the Essex County Council area* or have a confirmed move into the County), please contact School Admissions at Essex County Council on Tel: 0845 603 2200 for further support and advice. The email address for School Admissions is admissions@essex.gov.uk.
9. Please remember – applications must be sent direct to the school(s) in question and not Essex County Council.

P.T.O.

* If you live in Essex you will pay your Council Tax to one of the following Borough/District Councils: Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Epping Forest, Harlow, Maldon, Rochford, Tendring or Uttlesford.

School Transport

Essex County Council has a duty to provide home to school transport for those children of statutory secondary school age who live at least three miles away from, as measured by the shortest available walking route, and attend, their designated local secondary school. Free school transport will be provided for pupils who gain a place at a school that is closer than their designated local school as measured by the nearest road route but is at least three miles away from where they live.

The right to free home to school transport is extended to children aged 11 or over who are entitled to free school meals or whose household has an annual income less than £16,190, where they are attending one of three nearest qualifying schools as determined by the LA and they reside between 2 and 6 miles from that school. In these circumstances transport is provided but is reviewed each academic year. Parents are required to submit proof to demonstrate they are in receipt of the benefits outlined above for each year. Transport will therefore be provided in subsequent academic years only if the circumstances of the family remain unchanged.

Free transport is also provided to the nearest school with a space available if the designated local school is full, providing it is at least three miles away.

Things to consider before changing school

If you have not moved house, you should not remove your child from his/her current school until you have secured a new school place. Your child should continue to attend the current school if it is within travelling distance.

• The curriculum

Every school has a structured curriculum but different parts of it will be taught at different times of the year in each school.

Different books or periods of history may be studied, depending on the choices made by the school. For pupils in Year 10 or 11, will the GCSE subjects your child is studying still be available? There is no guarantee that options can be matched.

• Uniform

You may have to buy a complete set of new uniform if your child changes school. Have you considered the cost?

• Transport

How will your child get to a new school safely and on time? What will be the cost involved? In most cases you are unlikely to be eligible for help with the cost of transport if you have chosen to move your child from a local school.