

In-year Primary School Application Form

The current school continue to track attendance until you have secured another school place and your child is attending.

Section 1 - Pupil Details - Please type on the form and email to us or use clear handwriting print and post to us

Forename	
Surname	
Known as	

Date of Birth		Male		Female		Current Year	
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Current Home Address		New/Moving Address	
		You must provide proof of address	
		Date Moving	

Current School		Last day Attended school	
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Has your child been permanently excluded?		Yes		No	
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Please provide the date you would like to start at a new school: (Please make it clear if you are seeking a place for September start (for next school year)	
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Section 2 Reasons for application

A) Moving into the Southend Please provide moving details and proof of address	
B) Moving to a different address in the Southend Area? Please provide moving details and proof of address	
C) Moving to Southend from Overseas Please provide copy of passport and visa, if you have one	
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 3 Siblings

If you have another child at any of your preferred schools, please provide their details. If you are applying for more children, please use separate forms for each child.

Name	Date of Birth	Year Group	Current school

Section 4 Parent/ Carers details – please type on the form or use clear hand writing

Mr/Mrs/Miss/Ms		Forename		Surname	
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Relationship to child?		Home telephone no.	
Work telephone no.		Mobile telephone no.	
Email Address			

Section 5 Further details

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

Is your child looked after by a Local Authority or is your child previously looked after?	Yes		No	
If your child is adopted, or has a special guardianship order, or has a child arrangements order, after having being looked after by the state, please provide a copy of the order and the details of the Local authority. This also applies if the child was in state care abroad before being adopted.	Yes		No	
If yes, which Local Authority				
Please add your social workers name and contact details				

Is your child a member of a Service or Crown Family? Please provide letter from the MOD with details	Yes		No	
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Section 6 School Preferences

Please list your preferred school in priority order.

Preference order	Name of Preferred school	Additional reasons (optional) - Tick			
1		Catchment		Sibling	
		Pupil of Staff		Other	
2		Catchment		Sibling	
		Pupil of Staff		Other	
3		Catchment		Sibling	
		Pupil of Staff		Other	

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

Section 7 Additional information

This information is not used for the admission and provided to the school to support the placement at the school

Does the child have an Education and Health Care Plan/statement?	Yes		No	
Is the child currently receiving SEN support in school?	Yes		No	
Does the child have an Individual Support Plan (ISP)?	Yes		No	
Does the child have an Early Health Assessment (EHA)?	Yes		No	
Is the child registered as disabled?	Yes		No	

If you have answered YES to any of the questions above please give details below or an additional paper;

Have any of the following services been involved with your child in the last three years?	Yes		No	
School Attendance	Yes		No	
How many days absence has the child had during this school year?				
Educational Psychologist	Yes		No	
Social Worker	Yes		No	
Home Education	Yes		No	
Child and Family Services	Yes		No	

If you have answered YES to any of the questions above please give details below (or on additional paper) including a contact name and telephone number;

Is your child a refugee? Please provide copy of refugee status	Yes		No	
Does your child have a visa for the UK please provide a copy and a copy of the child passport	Yes		No	

Is your child a young carer? Further information is available online	Yes		No	
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Is there any additional information you wish the admitting school to be aware of?	Yes		No	
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If Yes, please give details below;

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Section 8 Submission

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

I am aware of the Primary Admission Booklet as published on [the Council Website](#). I confirm that the information I have given is true and that I have parental responsibility for this child.

Name:		Date	
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<p>Once completed this form must be returned to;</p> <p>The School Admissions Team, Department for People, Southend on Sea Borough Council, Civic Centre, Victoria Avenue, Southend on Sea, SS2 6ER.</p> <p>It can also be emailed to; admissions@southend.gov.uk</p>	<p>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 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 via email or by calling 01702 215000.</p>
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