

In-year Secondary School Application Form

Use this form if you are not able to locate the application form for your preferred secondary school. Completed forms are sent to the preferred schools.

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		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	
Has your child been permanently excluded?		Yes	No

Section 2 Reasons for application

A) Moving into the Southend	
B) Moving to a different address in the Southend Area?	
C) Moving to Southend from Overseas	
D) Not moving but wanting a new school	

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 –

Mr/Mrs/Miss/Ms		Forename		Surname	
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	

Section 6 School Preferences

Please list your preferred school in priority order.

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

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

Section 7 Submission

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

I am aware that the school has up to 15 school days to provide an outcome in writing. I confirm that the information I have given is true and that I have parental responsibility for this child.

Name:		Date	
Once completed this form must be returned to;	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		
The School Admissions Team, Southend on Sea City Council, Civic Centre, Victoria Avenue, Southend on Sea, SS2 6ER.			
It can also be emailed to; admissions@southend.gov.uk			

	<p>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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