**MID YEAR APPLICATION FOR A PLACE AT HEDINGHAM SCHOOL**

# Section 1: Child’s details

|  |  |  |  |
| --- | --- | --- | --- |
| **Child’s surname:** |  | | |
| **First name/s:** |  | | |
| **Date of birth:** |  | **Year group to admit to:** |  |
| **Gender:** | Male / Female **(*Delete as applicable*)** | | |
| **If the child is known by another name please add it here** | |  | |

# Section 2: Home address

|  |  |
| --- | --- |
| **Child’s home address:** |  |
| **Contact telephone number(s):** |  |

# Section 3: Parent/Carer details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Parent / carer name (inc title):** |  |  | | |
| **Relationship to child:** |  |  | | |
| **Contact Telephone numbers:** | **H** |  | **M** |  |
| **Email Address:** |  |  | | |

# Section 4: Current school details

|  |  |  |  |
| --- | --- | --- | --- |
| **Current school (or last school attended)** |  |  | |
| **Address:** |  |  | |
| **Contact Tel::** |  |  | |
| **Contact name (ie: Head of Year):** |  |  | |
| **Is the child still attending?** | Yes / No | If **NO** date of last attendance: |  |

|  |  |
| --- | --- |
| **Do you have another child at this school please enter their details below:** | |
| **Name:** | **DOB:** |

***Section 5: Other details* Y N**

|  |
| --- |
| **Is the child In Care (looked after by the Local Authority) or is he/she a previously looked after child?** |
| **Does the child have an EHCP?** |
| **Are there any exceptional medical reasons why the child should specifically attend**  ***(If yes to any of the above, please attach documentation from the child’s doctor or relevant health care professional)*** |

#      

## *Section 6: Reason for change of school*

|  |  |  |  |
| --- | --- | --- | --- |
| **Preferred date of admission:** |  | **If moving into the area – Date of Move:** |  |
| **New address if different from Section 2 *(please provide evidence ie: exchange of contract/tenancy agreement)*** |  | | |
| If you have not moved, please give your reasons for the change of school: | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Have you discussed your reasons for wanting a different school for your child with your child’s current school?** | | | Yes / No | |
| **Who have you spoken to at your child’s present school?** | | |  | |
| **Headteacher** |     | **Tutor/Class teacher** |  |      |
| **Deputy Headteacher** | **Other** |  |
| **Head of Year** | **None** |  |

|  |  |  |
| --- | --- | --- |
| **Has your child attended any other secondary school?** | | Yes / No |
| Name of school (**1**) | Date of leaving | |
| Reason for leaving: Moved home  Permanently excluded  Other (give reason below)  | | |
| Other | | |
| Name of school (**2**) | Date of leaving | |
| Reason for leaving: Moved home  Permanently excluded  Other (give reason below)  | | |
| Other | | |

## *Section 7: Other information*

**If you have any other information that may support your mid-year application please indicate *(continue on a separate sheet if necessary):***

***Section 8: Declaration***

**I confirm that the information I have given is true and that I have parental responsibility for this child.**

**Signed:**  **Date:**

**Print**

## *Please return this form to Miss Joslin, Hedingham School, Yeldham Rd, Sible Hedingham, Halstead CO9 3QH*

## To be completed by the current / previous school only

Name and position of person completing this form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Has the child named overleaf been placed in Alternative provision (AP) or the equivalent within the last 2 years prior to this application or where the child’s last provision was a PRU?**

**YES / NO: Name of provision: …………………………………………………….**

1. **Has the child had 3 or more fixed-term, behaviour related exclusions (or equivalent, e.g. a short term placement at an external/internal provision), where at least 2 of the exclusions were more than 1 day each, within the last year?**

**YES / NO:** **Please provide dates if yes**

1. **Has the child been removed from the school roll / AP roll for a minimum of 1 term?**

**YES / NO: Please give details if yes**

As the Parent/Carer of this child I give my consent to my child’s current/previous school releasing this information for the purpose of this school application.

Parent name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed:

As the child, I give my consent to my current/previous school releasing this information for the purpose of the school application.

Child name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. This form should be completed and shared with your child’s current / previous school who will provide information as detailed on page 3. The form must then be sent directly to the Essex secondary school that you wish to apply for. Contact details for every school in Essex can be found via the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) using the “Secondary School Admissions booklet ” 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 will 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 school days 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 ‘Submit an Appeal’ 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: 0345 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.

\* 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.

# 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