



Shoeburyness High School

a member of SECAT (Southend East Community Academy Trust)



In-year Secondary School Application Form

Refer to in-year transfer guidance notes and the admission booklet on www.shoeburyness.secat.co.uk before completing.
(to be completed by parents/carers)

SECTION 1		CHILDS DETAILS Please print															
Surname																	
Known As (Surname)																	
Forename(s)																	
Known As (Forename)																	
Date of Birth	DD	MM	YYYY	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Year Group	<input type="text"/>								
Current Home Address (Proof of address is required)											Postcode						
New/Moving to Address (Proof of address is required)											Postcode						
Is the child:	A Hong Kong British National?	YES / NO	A Ukrainian National?	YES / NO													

SECTION 2		REASON FOR APPLICATION											
ALL OF THIS SECTION MUST BE COMPLETED													
You must select one of the reasons below <u>and provide proof of address and any supporting documents.</u>													
(a) Moving into the Southend Area	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>									
(b) Moving to a different address in the Southend Area	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>									
(c) Moving to Southend from Overseas	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If YES which Country?								
(d) Not moving but wanting a new school	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>									
APPLICATIONS WILL NOT BE PROCESSED UNTIL PROOF OF ADDRESS IS PROVIDED													
If you are moving, please provide your intended moving date and attach a copy of a letter confirming exchange of contracts or a tenancy agreement (tenancies for a period of less than 6 months will not be accepted)													
If you are moving from overseas, it is your responsibility to check your child has a right, under their visa entry conditions, to study at a school. You will need to attach proof of address, a copy of the child's passport and either proof of a 'right of abode' or a 'certificate of entitlement' before we can process this application. Information on this can be found on our website.													
YOU <u>MUST</u> INDICATE THE REASONS WHY YOU ARE SEEKING THIS TRANSFER (You may use a separate sheet of paper if needed)													
APPLICATION WILL NOT BE PROCESSED UNTIL THIS SECTION IS COMPLETED <u>AND</u> PROOF OF ADDRESS IS PROVIDED													

Please note that changing schools is a serious step to take and you must not remove your child from their current school before you have an offer of another school place.

SECTION 3		PARENT/CARER DETAILS									
Mr/Mrs/Miss/Ms/Other		Address (if different from the child)									
Forename											
Surname											
Home Tel. No.											
Mobile No.											

Email Address															

Do you have parental responsibility for this child? Yes No

What is your relationship to the child?

Is the child looked after by a Local Authority, or is your child previously looked after? Yes No

If yes, which Local Authority?

Has the child been previously looked after and is now adopted or subject to a residence or special guardianship order? If YES please attach relevant document documentation to this form. Yes No

Please add your social worker's name and contact details:

Is your child a member of a Service or Crown Family? If YES, please provide letter from the MOD with details.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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SECTION 4		SCHOOL INFORMATION									
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Name of Current School your child is attending (including address)											
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School														
Address								Postcode						

If child is not in school what educational arrangements are in place?	Please provide additional notes if required										

What is the last date of attendance at a school?	D	D	M	M	Y	Y	Y	Y
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Has your child been permanently excluded?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Did your child take the 11+ test to enable them to be offered a selective place at this school?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, what score did they achieve?

Are you also applying to any of the following schools? Please tick to indicate any you have applied to:

Belfairs Academy	<input type="checkbox"/>	Southend High School for Boys	<input type="checkbox"/>	The Eastwood Academy	<input type="checkbox"/>
Cecil Jones College	<input type="checkbox"/>	Southend High School for Girls	<input type="checkbox"/>	Westcliff High School for Boys	<input type="checkbox"/>
Chase High School	<input type="checkbox"/>	St Bernard's High School	<input type="checkbox"/>	Westcliff High School for Girls	<input type="checkbox"/>
Southchurch High School	<input type="checkbox"/>	St Thomas More High School	<input type="checkbox"/>	Other, please detail	<input type="checkbox"/>

SECTION 5**CHILD'S SIBLINGS**

Does your child have any brothers or sisters attending Shoeburyness High School?

Yes

No

If YES please provide details of siblings below (please refer to the school admission criteria):

Name

Date of Birth

Year Group

SECTION 6**ADDITIONAL INFORMATION**

If you wish to provide any additional information about your application for a place at Shoeburyness High School please provide details in this section. Please continue on a separate sheet of paper if necessary and attach to this form.

SECTION 7**DECLARATION****Please read carefully and sign. I confirm that:**

1. I have read the school admission criteria in the Secondary School Admissions booklet and I am aware of the admission criteria for Shoeburyness High School.
2. I am aware that the school could approach Southend-on-Sea Borough Council to conduct a check to verify residency data.
3. I am aware that the school has up to 15 school days to provide an outcome in writing.
4. The information I have given on this form is true and correct.
5. I understand that if it is established that I have provided false or misleading information to the school in order to gain a place at a Shoeburyness High School, the school will withdraw any school place offered.

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. Shoeburyness High School is the data controller for the information we have about you, this means we control how your personal information is processed and for what purposes.

Signed

Name
(please print)Relationship
to Child

Date

Once completed, please send this form together with all supporting documents to:

Admissions Department
Shoeburyness High School
Caulfield Road, Shoeburyness, Essex, SS3 9LL
Tel: 01702 292286
Email: office@shoeburyness.secat.co.uk
Website: www.shoeburyness.secat.co.uk