

## In-year Secondary School Application Form

Refer to in-year transfer guidance notes and the admission booklet on [www.shoeburyness.secat.co.uk](http://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"/>
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Note: male/female as assigned at birth

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 **and provide proof of address and any supporting documents.**

(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 MUST INDICATE THE REASONS WHY YOU ARE SEEKING THIS TRANSFER**

(You may use a separate sheet of paper if needed, or continue on page 3 in the additional information box)

APPLICATION WILL NOT  
BE PROCESSED UNTIL THIS  
SECTION IS COMPLETED  
AND CONFIRMATION 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 <b>YES</b> , please provide letter from the MOD with details.	Yes		No	
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Does your child have an Education Health and Care Plan?	Yes		No	
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If yes, please provide information (use a separate piece of paper if necessary):

SECTION 4		SCHOOL INFORMATION											
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**Name of Current School your child is attending (including address)**

School														
Address														
	Postcode													

If child is not in school what educational arrangements are in place?	Please provide additional notes if required											
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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 ever been permanently excluded?	Yes		No	
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If yes, please provide information (use a separate piece of paper if needed):

Has your child received any suspensions?	Yes		No	
If yes, please provide information (use a separate piece of paper if needed):				
Has your child received any internal isolations?	Yes		No	
If yes, please provide information (use a separate piece of paper if needed):				
Has the current setting or any previous settings set up interventions to support your child?	Yes		No	
If yes, please provide information (use a separate piece of paper if needed):				
Did your child take the 11+ test to enable them to be offered a selective place at this school?	Yes		No	
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		Southend High School for Boys		The Eastwood Academy	
Cecil Jones College		Southend High School for Girls		Westcliff High School for Boys	
Chase High School		St Bernard's High School		Westcliff High School for Girls	
Southchurch High School		St Thomas More High School		Other, please detail	

<b>SECTION 5</b>	<b>CHILD'S SIBLINGS</b>			
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

<b>SECTION 6</b>	<b>ADDITIONAL INFORMATION</b>
<p>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.</p>	

**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: [admissions@shoeburyness.secat.co.uk](mailto:admissions@shoeburyness.secat.co.uk)  
Website: [www.shoeburyness.secat.co.uk](http://www.shoeburyness.secat.co.uk)