

# Bournes Green Infant School

## In-year Primary School Application Form

Refer to the admission policy of the Academy before completing.

### Section 1

#### CHILD'S DETAILS Please print

Surname																				
Forename (s)																				

Date of birth	<small>Day</small>	<small>Month</small>	<small>Year</small>		Male <input type="checkbox"/>	Female <input type="checkbox"/>	Year Group	
	DD	MM	YYYY					

Home address		Postcode							
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Current or most recent Primary School and address of school		Postcode							
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If not in school, what was the last date of attendance at the above school?	<small>Day</small>	<small>Month</small>	<small>Year</small>						
	D	D	M	M	Y	Y	Y	Y	Y

<b>Date that you would like to start at new school</b> (please make it clear if you are seeking a place for September start)	D	D	M	M	Y	Y	Y	Y	Y
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Has the child been permanently excluded? **YES/ NO**

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

### Section 2

#### PARENT / CARER'S DETAILS

Mr/Mrs/Miss/Ms (or other)		<b>Address</b> <small>(if different from child)</small>	
Forename			
Surname			
Telephone no.	<b>Home:</b> <b>Work:</b>		
Mobile number			

<b>Email address</b> (please print)	
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Do you have parental responsibility for this child? **YES/ NO**

What is your relationship to the child?	
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Is the child looked after by a Local Authority? (i.e. in foster care) **YES/ NO**

If yes, which Local Authority?	
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Has the child been previously looked after and is now adopted or subject to a residence or special guardianship order? **YES/ NO**

If **YES** please attach relevant documentation to this form

## Section 3

**SIBLINGS**

Does your child have brother/s or sister/s?  
Please provide details of siblings below:

YES/ NO

Name	Date of Birth			Year Group	School attending
	DD	MM	YYYY		
	DD	MM	YYYY		
	DD	MM	YYYY		
	DD	MM	YYYY		

## Section 4

**REASONS FOR APPLICATION**

**You must select one of the reasons below and provide supporting documents. Incomplete application forms will be returned.**

**Reasons for Application:**

a) Moving into the Southend area?	YES / NO	Moving Date: DD/MM/YYYY
b) Moving to a different address in the Southend area?	YES / NO	Moving Date: DD/MM/YYYY
c) Moving to Southend from Overseas?	YES / NO (if yes, which country?)	
d) Not moving but wanting a new school?	YES / NO	

For a), b) or c) **please give your new address, your intended date of moving and attach to this form a copy of either a letter confirming exchange of contracts or a tenancy agreements (tenancies for a period of less than 6 months will not be accepted)**

For d) **please give the reasons why you are seeking this transfer**

**You will need to attach proof of address and a copy of the passport (if you are moving from overseas) as applicable before we can process this application.**

**Please note 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.**

**ADDITIONAL INFORMATION**

Please provide the following information to facilitate the admitting school to support the pupil. Forms will be returned if all sections are not complete. Please indicate clearly. **Incomplete application forms will be returned.**

Does the child have a statement of Special Educational Needs or an Education and Health Plan?	YES/ NO
Is the child currently receiving SEN support?	YES/ NO
Does the child have an Individual Support Plan (ISP)?	YES/ NO
Does the child have a Common Assessment Form (CAF) or Early Health Family Support Assessment (EHFSA)?	YES/ NO
If NO has a CAF or EHFSA been initiated?	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

Have any of the following services been involved with your child in the last 3 years?

School Attendance	YES/ NO
Educational Psychologist	YES/ NO
Social Worker	YES/ NO
Child & Family Services	YES/ NO
Home Education	YES/ NO

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

Is there any other information you wish the admitting school(s) to be aware of? YES/ NO

If YES, please give details below

If your child is attending a school in Southend you should obtain a signature from your child's current school before submitting your application.

**Headteacher' s Declaration**

I am aware of this applicant's request to transfer their child to another school.

Signed..... Printed name..... Date .....

**School stamp**

**Please read carefully and sign.**

I confirm that:

1. I have read the Academy's admission policy and am aware of the admission criteria for the school;
2. The information I have given on this form is true and correct;
3. I understand that if it is established that I have provided false or misleading information to the Academy in order to gain a place, the Academy can withdraw any school place offered.
4. I am aware and in agreement that the Academy is required by law to provide a copy of this form to Southend-on-Sea Borough Council with a copy of the outcome (Registration Regulations 2006 amendment).
5. I am aware that the waiting list will be deleted at the end of the school year and if I wish my child to remain on the list, I will need to re-apply.

**Signed****Name  
(please  
print)****Relationship  
to child****Date****Fair Processing Notice**

The information provided by you will be held and processed by Bournes Green Infant School in accordance with the Data Protection Act 1998. It will be used for its intended purpose but may also be used for internal statistical analysis as well as being processed and disclosed for the prevention or detection of crime, assessment of tax or where we have a legal obligation to do so. We may also need to share your information with a third party, such as a contractor and the Local Authority, in order for them to provide the service you have requested. However, the Academy requires any third parties to abide by the Data Protection Act 1998 when they process your data on our behalf and to follow our procedures or instructions. Your information will be kept and disposed of in line with the Academy's Document Retention and Disposal Guidance. You are entitled to copies of any information that the Academy holds about you. This can be obtained by making a request in writing to the Academy.

In-year applications are processed in line with the published determined admission arrangements for the relevant year for the Academy. **Statutory reference:** The School Admissions Code 2014 and The School Admissions appeals Code 2012.

**Once completed this form with supporting documents must be returned to  
Bournes Green Infant School  
Burlescoombe Road  
Southend on Sea  
Essex  
SS1 3PS  
Office@bournesgreen-inf.southend.sch.uk**