

Application for in-year admissions

This form is for making an in-year application if:

- You have moved within the borough and would like to change to a more local school;
- You have moved to Thurrock, either from another part of the country or from abroad;
- You wish to move from home education to school education;
- You wish to move from a fee-paying school to a state funded school;
- You wish to change schools;
- You are a Thurrock resident wanting to apply for a place outside Thurrock.

Before filling in this form please make sure that you have read the guidance on the Thurrock Council website thurrock.gov.uk/admissions.

What you should consider before applying for a place at another school

If you simply want to change schools you should think carefully about whether this is really necessary and in your child's best interests. It is generally in a child's best interest to remain at the same school. Whatever the stage of education your child is in, changing schools can cause disruption. You should ask yourself the following questions before making a decision.

Is my child having problems at their current school?

If your child is having problems, a change of school is not always the answer. You should discuss any concerns with your child's headteacher before you apply for a transfer. There are many support agencies that will be able to help. The headteacher of your child's school will be able to advise what help is available.

Does my child have a statement of special needs?

If your child is receiving extra support through a special needs statement, or is undergoing a formal assessment of special educational needs, you should speak to your child's current headteacher and SEN case officer before applying to transfer school. A change of school could mean that there was a delay in completing the assessment or in setting up support in a new setting, or that some types of support would not be available.

Is my child in key stage 4 (years 10 or 11)?

If your child is in year 10 or year 11, you should think very carefully before moving them for any reason. The Key Stage 4 curriculum is different in each secondary school. A different school is unlikely to be able to offer all the same subject options, such as GCSEs and BTECs, for which your child has studied and completed coursework. Even if they do, they may use different examination boards or syllabuses. You need to speak to the school you are interested in about options and exams before making a request to transfer.

Do I receive assistance with my child's travel to the current school?

You should also bear in mind that if you do choose to move your child from one school to another you will not automatically qualify for home to school transport. If you want to ask about entitlement eligibility you should e-mail Awards@thurrock.gov.uk for help.

The law on school attendance

Your child must continue to attend their present school or be educated otherwise than at school until they start at another school.

You may not withdraw your child from school unless you have made other arrangements for them to receive full-time education.

If you make arrangements other than school you must inform your child's present school in writing before attendance ceases. The local authority will check that the arrangements you are making are suitable and satisfactory.

How we will use your information

The purpose for collecting personal details on the application is to allow the Council's Admissions Team to process your application. Once the form has been completed the information will be stored in hard copy and on the Admissions Team's electronic database. Access to the information will be on a need-to-know basis and will be archived until 6 years after the child's 18th birthday (before being securely disposed of). The Council may share information about you in certain circumstances where the law allows. This could include sharing with other authorities and schools in order to process your admission application; or with external statutory bodies for the purposes of child protection or criminal investigations. Any sharing will always be done fairly and securely.

Transfer date requested

1 Your child's details

Family Name: First Name:

Date of Birth: Gender: Male Female Please tick
DAY MONTH YEAR

Address: (This must be the child's permanent address. If the address you give cannot be verified you will be asked to provide proof before your application can be processed)

Post Code:

2 Details of parent(s) or carer(s) with whom the child lives at the address you have given above

Parent/carer 1 Title Mr / Mrs / Ms (Delete as applicable)

Family Name: First Name:

Relationship to child:

Home Tel: No: Daytime Tel: No:

Mobile Tel: No: E-mail:

Do you have parental responsibility for this child? Yes No Please tick

Are you UK service personnel (UK Armed Forces) or crown servant Yes No Please tick

Parent/carer 2 Title Mr / Mrs / Ms (Delete as applicable)

Family Name: First Name:

Relationship to child:

Home Tel: No: Daytime Tel: No:

Mobile Tel: No: E-mail:

Do you have parental responsibility for this child? Yes No Please tick

Are you UK service personnel (UK Armed Forces) or crown servant Yes No Please tick

3 Children in public care

Is the child in public care? Yes No Please tick

If yes please state with which local authority.

Has the child previously been in public care? Yes No Please tick

If yes please state with which local authority.

4 Present school

Name of school:

Address:

Tel: No:

5 Your school preferences

Before completing this section you are advised to check to see if there are likely to be places available. If you express a preference for a church or faith school you will need to check with the school to see if you have to complete a supplementary information form (SIF).

Please nominate up to 4 primary or up to 6 secondary schools.

1st preference

2nd preference

3rd preference

4th preference

5th preference

6th preference

6 Details of brothers and sisters

If your child already has a brother or sister attending any of the schools you have named in section 5 please give details below:

Family Name: First Name:

Date of Birth: Gender: Male Female Please tick

DAY MONTH YEAR

School:

Family Name: First Name:

Date of Birth: Gender: Male Female Please tick

DAY MONTH YEAR

School:

7 Reasons for requesting an in-year admission

Please tick one box:

- I/We have moved within the borough and would like to change to a more local school;
- I/We have moved to Thurrock, either from another part of the country or from abroad;
- I/We wish to move from home education to school education;
- I/We wish to move from a fee-paying school to a state funded school;
- I/We wish to change schools.
- Please tick this box if you are enclosing any supporting evidence from a professional working with your child

Please refer to the admission criteria for the schools you are applying for and use this space to give reasons for your preference(s) e.g. Children of Staff, Parent Former Student.

8 Consultation with your child's current school

Please ask the head teacher of your child's present school to complete this section.

Has the applicant discussed the move away from your school with you? Yes No Please tick

Comments

Signed _____ Date _____

9 Exclusion from school

Has your child ever been permanently excluded from a school? Yes No Please tick

Please tick and give details in the space below.

10 Special educational needs

Does your child have a statement of special educational needs? Yes No Please tick

11 Declaration *If you deliberately give false information any offer of a school place may be withdrawn.*

ADDRESS VERIFICATION

Applications will normally be processed on the basis of the home address for the child at the time of application and offer. The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. The adult with whom the child is 'ordinarily resident' would receive the child benefit for the child.

In order to help us verify your address quickly please provide either your council tax account number in the boxes below or enclose with your application a copy of your current council tax bill.

If you are not able to provide a council tax account number or bill you must provide a utility bill or bank statement dated within the last two months as proof of address.

If you are renting your property please also enclose a copy of the signed tenancy agreement.

My Thurrock Council tax account number is:

(this can be found on the top right of your council tax bill)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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The information I have given on this form is correct to the best of my knowledge and I understand that you may check my council tax record to verify the address information I have given.

Signed _____ Print Name _____

Applications will usually be processed within 15 working days. You may appeal to the relevant admission authority against any decision to refuse admission.