

## Common Application Form for Transfer to Year 3 in September 2021

Refer to the admission arrangements and other policy in the Primary Admissions Booklet 2021 before completing.

### Section 1 Pupil Details - Please type on the form or use clear handwriting

Forename					
Surname					
Date of Birth		Male		Female	

Current Home Address					
Current Infant or Primary School					

### Section 2 Parent/ Carers details – please type on the form or use clear handwriting

Mr/Mrs/Miss/Ms		Forename		Surname	
Home address If different from child					

Do you have parental responsibility for this child?	Yes		No	
If no please give details				
Relationship to child? (i.e. mother/father/carer)				
Home Telephone no.		Mobile telephone no.		
Email Address				

### Section 3 Further details

If yes to any of the below, please ensure to provide a copy of the relevant documentation

Is your 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 child arrangements order or special guardianship order?	Yes		No	
If yes, Which Local Authority?				

Is your child a member of a Service or Crown Family	Yes		No	
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## Section 4 Moving House

Please complete this section if you are moving during the admissions round (Sept-July)

Date Moving if Known :	
New Moving Address	

PLEASE NOTE: The cut off for address is 15 January 2021. Any changes to address will only be taken into account after all the on-time applications are processed. If you move address during the admissions process (September to July), you must notify The School Admissions Team immediately by email or letter ensuring that your child's name and date of birth are clearly visible on all correspondence.

## Section 5 School Preferences

Please list your preferred school in priority order, including any schools outside the borough of Southend-On-Sea. We strongly recommend you use all your preferences and that one of your preferences is your catchment school. You are not required to give reasons for your preferences; however It would be helpful if any reasons you give relate to published admission criteria for the school.

Preference	Name of Preferred school	Catchment	Sibling	Selective	Staff	Pupil Premium
1 <sup>st</sup>						
2 <sup>nd</sup>						
3 <sup>rd</sup>						

Remember to check whether you also need to complete a Supplementary Information Form (SIF) for any of your preferred schools. Applications are verified by the admissions team and matched against the respective school admission criteria.

## Section 6 Siblings

If you have another child at any of your preferred schools, please provide their details. If you are applying for more children please use separate forms for each child.

Does your child have a sibling attending any of your preferred schools?	Yes		No	
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If yes, please provide sibling details below:

Name	Date of Birth	Year Group	School Attending

## Section 7 Submission

In order to provide you with a school place, we will share this information with the necessary parties.

Name:		Relationship to Child	
Date			

<p><b>This form must be received by The School Admission Team by 15 January 2021 to be processed as on 'on time form'. The form is also accepted for late applications.</b></p> <p>Once completed this form must be returned to;</p> <p>The School Admissions Team, Department for People, Southend on Sea Borough Council, Civic Centre, Victoria Avenue, Southend on Sea, SS2 6ER.</p> <p>It can also be emailed to; <a href="mailto:admissions@southend.gov.uk">admissions@southend.gov.uk</a></p>	<p>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. Southend-on-Sea Borough Council are the data controller for the information we have about you, this means we control how your personal information is processed and for what purposes. The School Admissions Privacy Notice, available in full on the council website <a href="http://www.southend.gov.uk/downloads/file/5784/school_admission_privacy_notice">http://www.southend.gov.uk/downloads/file/5784/school_admission_privacy_notice</a> explains how we use information about you and how we protect your privacy. We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer at <a href="mailto:Dataprotection@southend.gov.uk">Dataprotection@southend.gov.uk</a> or by calling 01702 215000.</p>
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