Secondary School Admission
2019 Common Application Form

Section 1  Pupil Details

Pupil Surname
First Name(s)
Date of Birth  ___ / ___ /20___  Male  Female
Current Primary School
If this child has been known by another name please enter it here

Section 2  Home Address

House Number  House Name
Street  Village (if applicable)
Post Town  Postcode

Section 3  Parent/Carer Details

Mr/Mrs/Miss/Ms  Initial  Surname
Home Telephone No.  Work Telephone No.
Mobile Telephone No.  Relationship to child
Email address

Section 4  Moving House

Fill in this section if you are moving house. When are you moving?  ___  ___  ___
What will your new address be?
House Number  House Name
Street  Village (if applicable)
Post Town  Postcode

Section 5  Other Details

a) Does your child have an Education, Health and Care Plan?  YES  NO

b) Are there any exceptional medical reasons why your child should specifically attend your preferred schools?  YES  NO

c) Are there any exceptional social reasons why your child should specifically attend your preferred schools?  YES  NO

d) Is your child cared for by a Local Authority or is he/she a previously looked after child?  YES  NO

If yes, which Local Authority?

e) Is your child eligible for Free School Meals?  YES  NO

Closing date: 31 October 2018

The purpose of this form is to apply for a Secondary school place for a child to start school in the academic year 2019-20. It should not be used for any other purpose.
### Section 6 Preferences

Please list below all your preferred schools in priority order, including any selective schools and schools outside Essex. **We strongly recommend you use all your preferences.** The ranking of your preferences is confidential to the relevant local authorities and will only be shared with schools in the event of appeals.

You are not required to give reasons for your preferences, but where you do they will be shared with that school. Any reasons you give should relate to the published admissions policy for the school.

<table>
<thead>
<tr>
<th>Preference</th>
<th>Preferred School</th>
<th>Town</th>
<th>Reasons (optional)</th>
<th>Child of staff member</th>
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</thead>
<tbody>
<tr>
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</table>

Remember to check whether you also need to complete a SIF (Supplementary Information Form) for any of your preferred schools.

### Section 7 Siblings

Does your child have a sibling link for any of your preferred schools?

**YES [ ] NO [ ]** If **YES** please complete details below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Year Group</th>
<th>School Attending</th>
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</thead>
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</table>

### Section 8 Declaration

I confirm that I have read the information in the “Secondary Education in Essex 2019/2020” booklet (available via www.essex.gov.uk/admissions) and the notes of guidance for the completion of this form. I also confirm that the information I have given on this form is true and that I am a parent of this child.

Signed [ ] Date [ ]

The form MUST be received in the School Admissions office by 31 October 2018 at this address: School Admissions, Essex County Council, County Hall, Market Road, Chelmsford, CM1 1QH

DO NOT RETURN THIS FORM TO A SCHOOL

You should receive an acknowledgement letter within 10 working days of sending your application form. Please contact School Admissions if it does not arrive.

If you would like full details on how ECC uses personal data, please go to www.essex.gov.uk/privacy or call 03457 430430.
Section 1 - Pupil Details
• Pupil’s name – the names by which the child is legally known.
• Primary school – the name of the school your child currently attends.
• Gender – many names are unisex and we need to be able to record male or female on our database.

Section 2 - Home Address
Please give the home address for the child. See pages 11 and 12 of the Secondary Education in Essex 2019-20 booklet.

Section 3 - Parent/Carer Details
Please give the name and contact details of the parent/carer who lives at the address provided on the application form and their relationship to the child.

Section 4 - Moving House
If you are moving house please provide as much information as you can. If there are changes to your plans you must let us know immediately or your child’s offer of a place could be withdrawn. If you currently live outside the Essex LA area you should make your application for Essex schools via your home authority.

Section 5 - Other Details
• Special Educational Needs – please tell us if your child has an Education, Health and Care Plan.
• Medical circumstances – you should check the relevant school’s admissions policy and send any supporting evidence to the school direct. If the school is in another local authority area, check with the school where to send any evidence.
• Social circumstances – you should check the relevant school’s admissions policy and send any supporting evidence to the school direct. If the school is in another local authority area, check with the school where to send any evidence.
• Looked After Children (LAC) – please tell us if your child is cared for by a Local Authority (or is a previously LAC) and the name of that LA. See definition on page 13 of the Secondary Education in Essex 2019/20 booklet.

Section 6 - Preferences
Please list your preferred schools in priority order including any selective schools and preferred schools that are outside Essex. Whilst the law gives parents the right to express a preference it does not guarantee a place in a particular school.

The law requires admission authorities to consider any reasons you give for your choice of preferred school, but your application is required to be assessed against the admission criteria (such as sibling link or distance from school). Other reasons you may give cannot generally override this. Some schools give priority for admission to children of staff (check the policy of the school). Please tick the box next to the school name if this applies.

Section 7 - Siblings
• Siblings – please identify if you have an older child at any of your preferred schools.

Section 8 - Declaration
The form must be signed and dated by a person with parental responsibility for the child, confirming that they have read the booklet and notes of guidance. Unsigned forms cannot be accepted and will be returned.

The form MUST be received in the School Admissions office by 31 October 2018:
School Admissions, Essex County Council, County Hall, Market Road, Chelmsford, CM1 1QH
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## Secondary School Application Checklist

### HAVE YOU?

Considered which schools you prefer by:

- visiting?  
- looking at their brochure and website?

Considered how your child will get to school and read all the Education Transport Policy information?

Completed your application form and returned it to School Admissions to be received in their office by 31 October 2018?

The date that School Admissions stamps on your application will be taken as the date of receipt. Therefore remember to leave 3 working days for post and 2 working days for hand delivering your application form to County Hall, Chelmsford.

### TICK HERE

To remind you of which schools you have applied for, list them here in order of preference:

1.  
2.  
3.  
4.  
5.  
6.  

Date application sent:

Received your acknowledgement within 10 working days of sending your application form?

Received your offer letter by 9 March 2019?

Note: offer letter will be sent by post on 1 March 2019.

Lodged any appeal you wish to make within 20 school days of receiving your offer letter?

Note: Deadline 29 March 2019.