



Believe, Succeed, Together

In Year Application Form

(In Strictest Confidence)

Child's Details			
Legal Surname		First Name(s)	
The legal surname is the one on your child's birth certificate, adoption certificate or change of name deed poll. Please tell us if your child uses a different surname on a day to day basis.			
Date of Birth		Year Group	
Gender			

Address			
The address on the application form should be your child's normal home address at the time of application. Please include a Council Tax statement or utility bill showing appropriate usage to show you currently live at the address given.			
<p>If you are seeking this transfer because you are moving to Southend, or moving into a different address in Southend, please give your new address, your intended date of moving and attach either:</p> <ul style="list-style-type: none"> • A letter confirming change of contracts OR • Tenancy agreement (a period less than 6 months will not be accepted) 			
Name and address of current or most recent school			
If your child has left this school, please give the date of the last attendance			
Telephone number of current or most recent school			

Your Details	
<p>The first part of this section should be completed with details of all of the parent(s)/carer(s) living at the address shown in Section 1 who have responsibility for the child. You may also wish to give us details of any other adult who has parental responsibility for the child. If a father is not married to a child's mother, it may only be the mother who has responsibility for the child in law. This is automatic, from the birth of the child. The father may not have parental responsibility automatically, and can only acquire it by the mother giving it to him, or by the court ordering it. If the child was born after the 1st December 2003 and the father's name is on the birth certificate he will also have parental responsibility.</p>	

Name(s) of parents/carers living at home address above	
Relationship to child	
Daytime telephone number	
Email address	
If another adult has parental responsibility but does not live at the same address as the child, please provide their name and address	
Are you applying on behalf of a 'looked after child'?	
If 'Yes' please tell us which local authority supports the child and provide the contact name and telephone number of the social worker who will act as the parent of the child	
Are you applying for a child who was looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order?	

Siblings	
<p>A sibling is defined as a child who lives as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The 'same house' is considered to be the address at which the pupil resides on a permanent basis. If the pupil lives at more than one address, it is the address of the parent that is in receipt of child benefit that is considered as the 'same address.'</p>	
Does your child have any siblings attending this school?	
If 'Yes' please give details of the sibling's name and date of birth	

Reason for Request for In-Year Transfer

Please outline your reasons for the in-year transfer, to include:

- The specific reasons for a transfer to The Eastwood Academy.
- Any relevant issues at your child's current or most recent school e.g. the specific reasons as to why your child wishes to leave and/or why you have withdrawn them.

Relevant Educational Factors	
<p>Please note that this information may be checked by contacting your child's previous school(s). Providing the following information will help us to support you and your child effectively during their school move. We are asking you for this information for two reasons:</p> <ul style="list-style-type: none"> • Changing school can be a very worrying time for children and it is important that the professionals in the school that they will be moving to can make sure that they understand the needs of the young person right from the start. • Your answers will help us to work out whether your application should be dealt with as part of the Local Authority's Fair Access Protocol. 	
Has your child ever been permanently or temporarily excluded from any of his/her previous schools?	
If 'Yes' please confirm which schools, and provide date(s) and reason(s)	
Does your child have a statement of Special Educational Needs or EHCP?	
Does your child have a Common Assessment Form (CAF)?	
Is your child currently supported by other agencies e.g. Social Services, Education Welfare Office, Educational Psychology Service, Child and Adult Mental Health Service or Youth Offending Team?	
If 'Yes' please confirm which agencies and contact details	
Further Information	
Is there anything else you think we need to know to process this application?	

Parental Declaration

I certify that I have parental responsibility for the child named in Section 1, and that this application has the agreement of all parents/carers listed in Section 2.

I confirm that the information I have provided is, to the best of my knowledge, correct and up-to-date. I understand that if I give any false or deliberately misleading information on this form and/or supporting papers or withhold any relevant information, this may lead to the withdrawal of an offer of a school place for my child.

I hereby authorise The Eastwood Academy to contact any schools listed in this form.

Signature of Parent/Carer	
Date	

Information supplied will be used for registration purposes under the Data Protection Act 1988

Once completed, you should return this form to:

**In-Year Admissions
The Eastwood Academy
Rayleigh Road
Leigh-on-Sea
Essex
SS9 5UU**

Tel: 01702 524341

Fax: 01702 508665

E-mail: admissions@eastwood.southend.sch.uk

**THE EASTWOOD ACADEMY
IN-YEAR ADMISSION APPLICATION FORM**

PART 2

Section 1: To be completed by the Parent

Child's Details			
Legal Surname		First Name(s)	
The legal surname is the one on your child's birth certificate, adoption certificate or change of name deed poll. Please tell us if your child uses a different surname on a day to day basis.			
Date of Birth		Year Group	
Gender			

Section 2: To be completed by the current school (and provided to the parent to submit with the application form)

In relation to the above pupil, it would be appreciated if the following information could be sent to:

**In-Year Admissions
The Eastwood Academy
Rayleigh Road
Leigh-on-Sea
Essex
SS9 5UU**

Tel: 01702 524341

Fax: 01702 508665

E-mail: admissions@eastwood.southend.sch.uk

Attendance			
Attendance %		Period Covered	
Punctuality	Good / Average / Poor	Attendance Service involved	Yes / No

Special Educational Needs			
SEN Support	Yes / No	IEP	Yes / No
Statement or EHCP	Yes / No	PSP	Yes / No

Other agencies involved (please tick and attach any reports/details on a separate sheet)			
Educational Psychologist		Social Care	
Behaviour Support Team / PRU		Child and Family Clinic	

Key Stage 3 Attainment	
Subject	Level/Grade
English	
Mathematics	
Science	
Other e.g. CATs	

Key Stage 4 Subjects			
Subject	Tick	Set (out of)	Mixed Ability
English			
Maths			
Science			
MFL (indicate which language)			
Geography			
History			
Religious Education			
Physical Education			
Music			
Art			
Drama			
Technology			
Any other subjects (please indicate)			

Fixed Term Exclusions		
Date	Number of Days	Reason for Exclusion

Permanent Exclusion	
Date	Reason for Exclusion

Is there any other information the admitting school should be made aware of?

School/Academy Contact Details	
Name	
Position	
Tel No	
E-mail	
Name of School/Academy	