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;

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/education health care plan, 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.
For office use only  Child reference: ____________

How we will use your information
We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to thurrock.gov.uk/privacy. Get free internet access at libraries and community hubs.

Transfer date requested ____________

1 Your child’s details
Family Name: ___________________________ First Name: ___________________________

Date of Birth: ____________ ____________ ____________
DAY MONTH YEAR

Gender: Male □ Female □ Please tick

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.
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/education health care plan?  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)

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 ___________________________ Date ___________________________

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

School Admissions, Thurrock Council, Civic Offices, New Road, Grays RM17 6SL