



The Billericay School

In Year Admission (*Mid-Year*) Application Form for a Secondary School Place

Please read the accompanying notes regarding completion of the Application Form
Completed forms should be returned direct to The Billericay School

Section 1 - Student Details	
Surname:	
Forename:	
Date of Birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>

Section 2 - Student's Home Address	
House Name/Number:	
Street:	
Town:	
Post Code:	

Section 3 - Current/Previous School Details			
Name of School:		Year Group:	
Address:			
Is child still attending current/previous school?	Yes <input type="checkbox"/>	No* <input type="checkbox"/>	
	*If No: Last date of attendance: _____		

Section 4 - Parent / Carer Details 1									
Parent / Carer Full Name:									
Relationship to Child:									
Address (if different from student):									
Contact Numbers/Email:	<table border="1"><tr><td>Home:</td><td></td></tr><tr><td>Mobile:</td><td></td></tr><tr><td>Work:</td><td></td></tr><tr><td>Email:</td><td></td></tr></table>	Home:		Mobile:		Work:		Email:	
Home:									
Mobile:									
Work:									
Email:									

Parent / Carer Details 2									
Parent / Carer Full Name:									
Relationship to Child:									
Address (if different from student):									
Contact Numbers/Email:	<table border="1"><tr><td>Home:</td><td></td></tr><tr><td>Mobile:</td><td></td></tr><tr><td>Work:</td><td></td></tr><tr><td>Email:</td><td></td></tr></table>	Home:		Mobile:		Work:		Email:	
Home:									
Mobile:									
Work:									
Email:									

Section 5 – Other Details

Is your child cared for by a Local Authority or is he/she a previously looked after child?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the child have an Educational Health Care Plan? <i>(Previously known as a Statement)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Any other Agency Involvement: <i>(Please provide name of Agency)</i>		

Section 6 - Reason(s) for Change of School

Preferred Date of Admission:		
Moved/Moving into Area?	Yes <input type="checkbox"/>	No* <input type="checkbox"/> *Date of Move: <input type="text"/>
New Address Details		
<i>Please attach <u>copies</u> of proof of residence (for example exchange of contracts or rental agreement-refer to Notes of Guidance).</i>		
Permanently Excluded?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other reason(s) for change of school: <i>(please specify)</i>	_____	

Have you discussed your reasons for wanting a different school with your child's current school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has your child attended any other secondary School?	*Yes <input type="checkbox"/>	No <input type="checkbox"/>
*If Yes, Please provide: Name & Address of school(s)		
Date(s) of Leaving		
Reason(s) for Leaving:		

Section 7 – Siblings (if you have another child enrolled at The Billericay School please provide details)

Name of Student:	Date of Birth:
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Section 8 – Declaration

I have read the notes of guidance for the completion of this form. I confirm that the information I have given is true and that I/we have parental responsibility for this child.

Signed:	<i>Parent 1</i>	Dated:
Signed:	<i>Parent 2</i>	Dated:

This section must be returned as part of your child's application:

Section 9 – To be completed by your child's current / previous school only:

Name of person completing section below:

Position:

Date of Completion:

Student's Name

Student's DOB:

Has the student named been placed in Alternative Provision (AP) or the equivalent within the last 2 years prior to this application or where the student's last provision was a PRU?

YES / NO

if YES: Name of Provision:

Has the student had 3 or more fixed term, behaviour related exclusions (or equivalent, e.g. a short term placement at an external/internal provision), where at least 2 of the exclusions were more than 1 day each within the last year?

YES / NO

if YES: Please provide dates:

Has the child been removed from the school roll/AP roll for a minimum of 1 term?

YES / NO

* if YES: Please give details:

As the Parent/Carer of this child I give my consent to my child's current/previous school releasing this information for the purpose of this application.

Parent Name: _____ **Signed:** _____

As the student, I give my consent to my current/previous school releasing this information for the purpose of the school application.

Student Name: _____ **Signed:** _____

Notes of Guidance on Completion of the In Year (Mid-Year) Secondary School Application Form

1. This form should be completed and shared with your child's current/previous school who will provide information as detailed in Section 7. The form should then be sent directly to The Billericay School for the attention of Mrs Barton, Admissions Officer. Please enclose a copy of one of the following documents as proof of address:
 - UK Driving Licence
 - Council Tax Notification
 - Two utility bills dated within the last six months
2. You should be aware that there is no guarantee of a place at any school so you can and should apply for more than one school, unless you have established that your preferred school definitely has a place for your child.
3. If you do decide to apply for more than one school, you need to make a separate application on a separate form for each school.
4. Once you have sent your application to the school, the school should write to you within 10 school days to confirm if a place is being offered or not. If you do not hear within this timescale, please contact the school to ask about your application.
5. If a place is offered, you will receive a formal offer letter. Upon receipt, you should contact the school to confirm if you are accepting the place and arrange a start date.
6. If you are refused a place, the letter you receive will explain that you have the right of appeal to an independent appeal panel against the decision. Appeals should be made in writing using the Appeal Form available on the school website www.billericayschool.com and must be submitted within 20 school days of the refusal letter. Further information about school appeals is available on the school website and at www.essex.gov.uk/admissions from the 'Appeals' link.
7. Applying from overseas – for UK/EU citizens where the last school was overseas, you need to provide a copy of the passport to prove that the child is a UK/EU citizen. For non-EU citizens, the child must be in the UK before the application can be processed and proof of residency such as an endorsed (stamped) passport or entry visa will be required with the application.
8. If, having applied for a place, you do not manage to secure a school for your child (and you are living in the Essex County Council area* or have a confirmed move into the County), please contact School Admissions at Essex County Council on Tel: 0345 603 2200 for further support and advice. The email address for School Admissions is admissions@essex.gov.uk.

** If you live in Essex you will pay your Council Tax to one of the following Borough/District Councils: Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Epping Forest, Harlow, Maldon, Rochford, Tendring or Uttlesford.*

Things to consider before changing school:

If you have not moved house, you should not remove your child from his/her current school until you have secured a new school place. Your child should continue to attend the current school if it is within travelling distance.

• The curriculum

Every school has a structured curriculum but different parts of it will be taught at different times of the year in each school. Different books or periods of history may be studied, depending on the choices made by the school. Will the GCSE subjects your child is studying still be available? There is no guarantee that options can be matched.

• Uniform

You may have to buy a complete set of new uniform if your child changes school. Have you considered the cost?

• Transport

How will your child get to a new school safely and on time? What will be the cost involved? Your child may be eligible for free home to school transport provided by Essex County Council subject to entitlement criteria. Information is available via www.essex.gov.uk/schooltransport