Primary School (Reception) or Year 3 (infant to junior) admission 2019 Common Application Form

**Deadline: 15 January 2019**

**Section 1**
What are you applying for?
- A Reception place for start in the school year that begins in September 2019 [ ]
- A Year 3 place in a junior school beginning in September 2019 [ ]

**Section 2**
Pupil Details
- Pupil Surname
- First Name(s)
- Date of Birth
- If this child has been known by another name please enter it here

**Section 3**
Home Address
- House Number
- House Name
- Street
- Village (if applicable)
- Post Town
- Postcode

**Section 4**
Parent/Carer Details
- Mr/Mrs/Miss/Ms
- Initial
- Surname
- Home Telephone No.
- Work Telephone No.
- Mobile Telephone No.
- Relationship to child
- Email address

**Section 5**
Moving House
- Day
- Month
- Year
- House Number
- House Name
- Street
- Village (if applicable)
- Post Town
- Postcode
- If the move is due to a new posting as Service or Crown Servant Personnel please tick here.
  - Please provide evidence of your posting with this form.

**Section 6**
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
- d) Are there any social reasons why your child should specifically attend your preferred schools? [ ] YES [ ] NO
- e) 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?
Section 7  Preferences

Please list below all your preferred schools in priority order, including any 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>Reasons (optional)</th>
<th>Child of staff member</th>
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<tbody>
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<td>4th</td>
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Remember to check whether you also need to complete a SIF (Supplementary Information Form) for any of your preferred schools.

Section 8  Siblings

Does your child have a sibling link for any of your preferred schools or partner junior school?

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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Section 9  Declaration

I confirm that I have read the information in the “Primary 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 15 January 2019 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 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 - What are you applying for?
Please tick the box relevant to the year group that you are applying for.

Section 2 - Pupil Details
• Pupil's name - the names by which the child is legally known.
• Gender - many names are unisex and we need to be able to record male or female on our database.

Section 3 - Home Address
Please give the home address for the child. See pages 12 and 13 of the Primary Education in Essex 2019/20 booklet.

Section 4 - 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 5 - 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 applications for Essex schools via your home authority.

Section 6 - 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 15 of the Primary Education in Essex 2019/2020 booklet.

Section 7 - Preferences
Please list your preferred schools in priority order, including any 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 will 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 8 - Siblings
• Siblings - please identify if you have an older child at any of your preferred schools or partner junior schools.

Section 9 - Declaration
The form must be signed and dated by a person with parental responsibility for the child, confirming that you 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 15 January 2019: School Admissions, Essex County Council, County Hall, Market Road, Chelmsford CM1 1GS DO NOT RETURN THIS FORM TO A SCHOOL
Primary 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 and from 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 15 January 2019?

The date that School Admissions stamp 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.

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

Received your offer letter by 23 April 2019?
Note: offer letter will be sent by post on 16 April 2019.

Lodged any appeal you wish to make within 20 school days of receiving your offer letter?
Note: Deadline 21 May 2019.

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

1. 

2. 

3. 

4. 

Date application sent:

□

□

□

□