



Mid-Year Application for a Primary, Infant or Junior School Place

You should not remove your child from their current school until a place has been secured elsewhere.

Section 1 – Pupil details

Pupil surname			
First name(s)			
Date of birth*	Year group	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Current school (or last school attended)			
Town and postcode of current school			
Is the child still attending? Yes <input type="checkbox"/>		No <input type="checkbox"/>	If no, last date of attendance
If the child is known by another name please add it here			

*Birth certificate will need to be provided once a place has been offered

Section 2 – Home address*

House number or name		Street	
Village	Post Town	Postcode	

*Proof of address and residence will need to be provided once a place has been offered

Section 3 – Parent/carer details

Mr/Mrs/Miss/Ms	Initials	Surname
Relationship to child		Home phone no.
Email address		Mobile phone no.

Section 4 – Reasons for change of school

a) Preferred date of admission			
b) If you are moving into the area, date of move			
New address if different to Section 2 (please attach copies of proof of address (e.g. Exchange of Contracts or signed tenancy agreement).			
House number or name		Street	
Village	Post Town	Postcode	
c) Have you discussed your reasons for wanting a different school for your child with your child's current school?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
d) Has your child attended any other primary school?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' please give details:			
Name of school (1)		Date of leaving	
Reason for leaving:		Moved home <input type="checkbox"/>	Permanently excluded <input type="checkbox"/>
Other (please give reason)			

Name of school (2)	Date of leaving
Reason for leaving: Moved home <input type="checkbox"/> Permanently excluded <input type="checkbox"/>	
Other (please give reason)	

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 (previously known as a statement)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any exceptional medical reasons why the child should specifically attend this school (in accordance with the school's Admissions Policy)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', please attach supporting evidence from the child's doctor or other health care professional.	

Section 6 – School preference

Please state your preferred school in the box below). You do not have to give reasons for your preference. Any reasons you give should generally refer to the admissions policy.	
Preferred school	
Reasons	

Section 7 – Siblings

If you have another child at this school (Sunnymede <u>JUNIOR</u> school) please enter their details below.	
Name	Date of birth
If you have another child at this school (Sunnymede <u>INFANT</u> school) please enter their details below.	
Name	Date of birth

Section 8 – Other information

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Section 9 – 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 am a parent for this child.

Signed	Date
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Please return this form directly to the Sunnymede Junior School at: admin@sunnymede-jun.essex.sch.uk

If you would like full details on how a school uses personal data, please visit the school website.

Notes of Guidance on Completion of the Mid-Year Primary, Infant and Junior School Application Form

1. This form should be completed and then be sent directly to Sunnymede Junior School at admin@sunnymede-jun.essex.sch.uk
2. You should be aware that there is no guarantee of a place at this school, even if you live in the priority admission area or there is a sibling attending Sunnymede Infant or Junior Schools. You should, therefore, apply for more than one school, unless you have established that we definitely have a place for your child. To find out if there are places, you will need to contact us directly.
3. If you do decide to apply for more than one academy, foundation or voluntary aided school, you need to make a separate application on a separate form for each school.
4. Once you have sent your application to us, we will write to you within 15 school days to confirm if a place is being offered or not. If you do not hear within this timescale, please contact the school directly to ask about your application.
5. If the school writes to you to offer a place, you should get in touch with the school **within 10 working days** to confirm if you are accepting the place and arrange a start date. **If you do not contact us, your place may be offered to the next person on the waiting list or a new applicant.**
6. If you are refused a place, the letter you receive should explain that you have the right of appeal to an independent appeal panel against the decision. Appeals should be made in writing using the relevant form within 20 school days of the refusal letter. Information about appealing is available on the website www.essex.gov.uk/admissions from the 'Submit an Appeal' link.
7. Applying from overseas – For non-UK 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.
9. **Please remember – applications must be sent direct to us at Sunnymede Junior School on the email address set out above.**

* 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.