



Mayflower High School Mid-Year Application for Admission

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

Please read the accompanying notes regarding completion of the Mid Year Application Form

Section 1 - Student Details

Students Legal Surname:		
Forename(s):		
Date of Birth:	Year Group:	Male <input type="checkbox"/> Female <input type="checkbox"/>

Section 2 – Home Address

House number or name	Street	
District	Town	Postcode

Section 3 – Parent/Carer Details 1

Mr/Mrs/Miss/Ms	Forename	Surname
Relationship to student		Home phone no.
Work phone no.		Mobile phone no.
Email address.		
Address <i>(If different from student)</i>		

Parent/Carer Details 2

Mr/Mrs/Miss/Ms	Forename	Surname
Relationship to student		Home phone no.
Work phone no.		Mobile phone no.
Email address.		
Address <i>(If different from student)</i>		

Section 4 – Other Details

Is the child cared for by a Local Authority or are they 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"/>
Any other Agency Involvement: <i>(Please provide name of Agency)</i>	

Section 5 – Reasons for change of school

Current school (or last school attended):

Address of current school:

Is the child still attending? Yes No If no, last date of attendance:

If the child is known by another name please add it here:

Reason for leaving:

Preferred date of admission

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/rental agreement).

House number or name

Street

District

Town

Postcode

Have you discussed your reasons for wanting a different school for your child with your child's current school?

Yes No

Not including their current school has your child attended any other secondary school?

Yes No

Section 6 – Siblings

If you have another child at this school please enter their details below.

Name

Date of birth

Name

Date of birth

Section 7 – Other Information

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 have parental responsibility for this child.

Signed:

Dated:

Please return this form and proof of address directly to: Mayflower High School, Stock Road, Billericay, Essex CM12 0RT.

Mayflower High School fully complies with information legislation. For the full details on how we use your personal information please see a link to our 'Privacy Notice', at the bottom of school website homepage or call 01277 623171 if you are unable to access the internet.

Section 9 – To be completed by the current / previous school only:

Name and position of person completing this form:

Date of Completion:

Student Name and Date of Birth:

1. **Has the student named overleaf 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:

2. **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:

3. **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 school application.

Parent/Carer Name: Signed:

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

Child Name: Signed:

PARENTS SHOULD RETAIN A COPY OF THIS COMPLETED FORM AS YOU MAY NEED IT LATER

NOTES OF GUIDANCE ON COMPLETION OF THE 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 9. The form should then be sent directly to Mayflower High School and must be accompanied by proof of address. This must be a copy of one of the following:
 - UK Driving Licence
 - Council tax notification
 - Two utility bills dated within the last six months (gas, electricity, water or landline phone)
 - Signed tenancy/rental agreement
 - Exchange of contracts
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. To find out if there are places, you will need to contact the school(s) directly.
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 Mayflower High School, the school must 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 a place is offered, 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 received 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 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 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

School transport

Your child may be eligible for free home to school transport provided by Essex County Council subject to meeting the entitlement criteria. Information is available via www.essex.gov.uk/schooltransport

Things to consider before changing school

If you have not moved house, you should not remove your child from their 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. For pupils in Year 10 or 11, 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? In most cases you are unlikely to be eligible for help with the cost of transport if you have chosen to move your child from a local school.

* 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.