



Southchurch High School Application Form

Please ensure you read the Guidance Notes before completing the form

GUIDANCE NOTES:

Please use this form if you are moving into Southend on Sea, or are wishing to transfer schools during Years 7 – 11 and would like to apply for a school place at Southchurch High School.

The School is committed to working in partnership with parents/carers. We need to understand fully the academic history of your child in order that we can support them in the most appropriate way, it is therefore important that **all** sections of this form are completed in full.

Should you require help or advice with this please contact Ms Debbie Ellis (PA to the Admissions Team) on 01702 900777 or via email: admissions@southchurchschool.com

The application process is in two parts. Please ensure that Part 1 is **completed in full** and submitted to the Admissions Team at Southchurch High School. Part 2 will be completed by your child’s current school.

Part 1 (to be completed by parents/carers)

Part 1: Section 1	CHILD’S DETAILS Please print														
Surname															
Forename(s)															
Date of birth	DD	MM	YYYY	Male		Female		Year Group							
Home address															
								Postcode							
Current or most recent school and address of school															
								Postcode							

If the child is not in school what educational arrangements are in place? Please provide additional notes if required.

What was the last date of attendance at a school?

D	D	M	M	Y	Y	Y	Y
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Mr/Mrs/Miss/Ms
(or other)
Forename
Surname
Telephone no. Home
Mobile number
Email address

								Address (if different from child)																			

Do you have parental responsibility for this child?

YES/NO

What is your relationship to the child?

Is the child looked after by a Local Authority?

YES/NO

If yes, which Local Authority?

Has the child been previously looked after, and is now adopted, or subject to a residence or special guardianship order?

YES/NO

If **YES** please attach relevant documentation to this form.

Does your child have brother(s) or sister(s) attending Southchurch High School?

YES/NO

Please provide details of siblings below:

Name	Date of Birth			Form / Year Group
	DD	MM	YYYY	
	DD	MM	YYYY	
	DD	MM	YYYY	
	DD	MM	YYYY	

Please provide details of **all** Primary and Secondary schools attended:

Name of School	Town	Date started	Date left

You must select one of the reasons below and provide supporting documents. Incomplete application forms will be returned.

Reasons for Application:		
a) Moving into the Southend area?	YES/NO	Moving Date: DD/MM/YYYY
b) Moving to a different address in the Southend area?	YES/NO	Moving Date: DD/MM/YYYY
c) Moving to Southend from Overseas?	YES/NO (if yes, which country?)	
d) Not moving but wanting a new school?	YES/NO	
<p>For a), b) or c) please give your new address, your intended date of moving and attach to this form a copy of either a letter confirming exchange of contracts or a tenancy agreements (tenancies for a period of less than 6 months will not be accepted)</p> <p>For d) please give the reasons why you are seeking this transfer</p>		

You will need to attach proof of address and a copy of the passport (if you are moving from overseas) as applicable before we can process this application.

Please note changing schools is a serious step to take and you must not remove your child from their current school before you have an offer of another school place.

Additionally, please be aware that Southchurch High School will contact your current or most recent school in order to complete Part 2 of this form, regarding your child's academic progress, attendance and behaviour record.

Please read carefully and sign.

I confirm that:

1. I agree to meet with staff from the School to discuss this application
2. I am aware that the school may conduct checks to verify residency (e.g. request copies of two utility bills, council tax demand, home visits)
3. The information I have given on this form is true and correct
4. I understand that if it is established that I have provided false or misleading information to the school in order to gain a place, the school will withdraw any place offered.

Signed:

Name:

(please print)

Relationship
to child

Date:

Once completed, this form, with supporting documents, must be returned to:

**Admissions Team
Southchurch High School
Southchurch Boulevard
Southend on Sea
SS2 4XA**

It can also be emailed to admissions@southchurchschool.com