Tolleshunt D’Arcy St. Nicholas C of E

Primary Academy

Mid-Year Application for a Primary School Place

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

## Pupil details

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Pupil surname | | | *Click or tap here to enter text.* | | | | |
| First name(s) | | | *Click or tap here to enter text.* | | | | |
| Date of birth | *Select date* | | Year group | *Select Year Group.* | Gender | *Choose an item.* | |
| Current school (or last school attended) | | | | *Click or tap here to enter text.* | | | |
| Town and postcode of current school | | | | *Click or tap here to enter text.* | | | |
| Is the child still attending? | | *Choose Yes / No.* | | If no, last date of attendance | | | *Select date.* |
| If the child is known by another name please add it here | | | | | *Click or tap here to enter text.* | | |

1. **Home address**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| House number or name | | *Enter text here* | | Street | *Enter text here* | |
| Village | *Enter text here* | | Post Town | *Enter text here* | Postcode | *Enter text here* |

## Parent/carer details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title | *Enter title here* | First name | | *Enter text here* | Surname | *Enter text here.* |
| Relationship to child | | | *Enter text here* | | Home phone no. | *Enter number here* |
| Email address | | | *Enter text here* | | Mobile phone no. | *Enter number here* |

**4. Reasons for change of school**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| a) Preferred date of admission | | | | | *Click or tap to enter a date.* | | | |
| b) If you are moving into the area, date of move | | | | | *Click or tap to enter a date.* | | | |
| **New address if different to Section 2:**  *Please attach proof of address (e.g. Exchange of Contracts or signed Tenancy Agreement).* | | | | | | | | |
| House number or name | | *Enter text here* | | | Street | *Enter text here* | | |
| Village | *Enter text here* | | | Post Town | *Enter text here* | Postcode | | *Enter text here* |
| c) Have you discussed your reasons for wanting a different school for your child with your child’s current school? | | | | | | | *Choose Yes / No* | |
| d) Has your child attended any other primary school? | | | | | | | *Choose Yes / No.* | |
| If ‘Yes’ please give details: | | | *Enter text here* | | | | | |
| Name of school (1) | | *Enter text here* | | | | Date of leaving | *Select date* | |
| Reason for leaving: | | | | | | *Choose an reason from menu.* | | |
| Other *(please give reason)* | | | *Enter text here* | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of school (2) | *Enter text here* | | Date of leaving | *Select date.* |
| Reason for leaving: | | | *Choose a reason from menu* | |
| Other *(please give reason)* | | *Enter text here* | | |

## 5. Other details

|  |  |
| --- | --- |
| Is your child cared for by a Local Authority or is he/she a previously looked after child? | *Yes or No.* |
| Does the child have an Educational Health Care Plan? | *Yes or No.* |
| Are there any medical needs? *(If ‘Yes’, please attach further details from the child’s doctor or other health care professional.)* | *Yes or No.* |

**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 | *Click or tap here to enter text.* | | |
| Reasons | *Click or tap here to enter text*. | | |
| Are parents worshiping members of a Church of England parish for which this is the nearest CofE aided school? *(The frequency of attendance and level of involvement will be considered, with confirmation of this by the priest or minister.) ((Yes- If applying under criteria 4 of school’s admission policy\*\*)* | | | Choose an item. |
| Place of worship (\*\*if applicable under criteria 4 of admission policy) | | Click or tap here to enter text. | |
| Name, contact number and address of Minister or appropriate religious leader in charge \*\*(if applicable) | | Click or tap here to enter text. | |
| **Religious Leader;** *I can confirm that the applicant* ***is a regular worshipper and has attended this place of worship twice monthly over at least an 18 month period.*** | | *Signature required if applicable \*\** | |

## 7. Siblings

|  |  |  |  |
| --- | --- | --- | --- |
| If you have another child/children at this school, please enter their details below. | | | |
| Name | *Enter text here.* | Date of birth | *Click or tap to enter a date.* |

**8. Other information**

|  |
| --- |
| *Click or tap here to enter text*. |

## 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 | *Enter text here* | Date | *Select date*. |

## Please return this form directly to the Canonium Learning Trust admin@canoniumtrust.com

**(INCLUDING PROOF OF ADDRESS and any other documents required.)**

If you would like full details on how a school uses personal data, please visit the school website: *www.darcyschool.co.uk*

# Notes of Guidance on Completion of the Mid-Year Primary, School Application Form

1. This form should be completed and then be **sent directly to the Canonium Learning Trust**.

(By post: Admissions, Canonium Learning Trust, Kelvedon Academy, Docrwa Road, Kelvedon, Colchester, Essex, CO5 9DS: by email admin@canoniumtrust.com) *Contact details for every school in Essex can be found via the website* [*www.essex.gov.uk/admissions*](http://www.essex.gov.uk/admissions) *using the “Admissions booklets” link.*

1. 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.
2. 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**.
3. Once you have sent your application to the Trust, the Trust 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 Trust directly to ask about your application. ([office@darcyschool.co.uk](mailto:office@darcyschool.co.uk) 01621 860253 or [admin@canoniumtrust.com](mailto:admin@canoniumtrust.com) 01376 570411)
4. If the School/Trust writes to you to offer a place, you must get in touch with the school to confirm if you are accepting the place and arrange a start date.
5. 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](http://www.essex.gov.uk/admissions) from the ‘Submit an Appeal’ link.

1. 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.
2. 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](mailto:admissions@essex.gov.uk).
3. **Proof of address is required**. This must be one of the following: UK driving licence, Council Tax notification for the current year, a posted utility bill dated within the last 6 months (gas, electricity, water or landline phone). Home address applications are processed on the basis of the home address for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contract or copy of a tenancy agreement is provided. (See school’s Admission Policy for further details.
4. It is a legal requirement that the child’s original **birth certificate** is verified by the Admissions Authority (Canonium Learning Trust) before being admitted.

* 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.

Tolleshunt D’Arcy St. Nicholas C of E Primary Academy is part of the Canonium Learning Trust (Admissions Authority).