

In Year Application Form

**(In Strictest Confidence)**

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| **Child’s Details** | | | |
| **Legal Surname** |  | **First Name(s)** |  |
| The **legal surname** is the one on your child’s birth certificate, adoption certificate or change of name deed poll. Please tell us if your child uses a different surname on a day to day basis. | | | |
| **Date of Birth** |  | **Year Group** |  |
| **Gender** |  |  | |

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| **Address** |  | |
| The **address** on the application form should be your child’s normal home address at the time of application. Please include a Council Tax statement or utility bill showing appropriate usage to show you currently live at the address given.  **If you are seeking this transfer because you are moving to Southend, or moving into a different address in Southend, please give your new address, your intended date of moving and attach either:**   * **A letter confirming change of contracts OR** * **Tenancy agreement (a period less than 6 months will not be accepted)** | | |
| **Name and address of current or most recent school** |  | |
| **If your child has left this school, please give the date of the last attendance** | |  |
| **Telephone number of current or most recent school** |  | |

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| **Siblings** | |
| By definition, a sibling is a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. The ‘same house’ is considered to be the address at which the child resides on a permanent basis. Where a child lives with parents with shared parental responsibility, each for part of a week, if the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week. If it is claimed that a child spends an equal amount of time at separate addresses during the school week, the parents will need to provide a signed affidavit, medical registration certificate or other legal document to confirm the child’s usual place of residence. | |
| **Does your child have any siblings attending this school?** |  |
| **If ‘Yes’ please give details of the sibling’s name and date of birth** |  |

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| **Parent/Carer Details** | |
| The part should be completed with details of all of the parent(s)/carer(s) living at the address provided for the child. You may also wish to give us details of any other adult who has parental responsibility for the child. If a father is not married to a child's mother, it may only be the mother who has responsibility for the child in law. This is automatic, from the birth of the child. The father may not have parental responsibility automatically, and can only acquire it by the mother giving it to him, or by the court ordering it. If the child was born after the 1st December 2003 and the father's name is on the birth certificate he will also have parental responsibility. | |
| **Name(s) of parents/carers living at home address** |  |
| **Relationship to child** |  |
| **Daytime telephone number** |  |
| **Email address** |  |
| **If another adult has parental responsibility but does not live at the same address as the child, please provide their name and address** |  |

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| **Further Details** | |
| **Is your child looked after by a local authority or was previously looked after?** |  |
| **If your child is looked after by a local authority, please tell us the name of the local authority and provide the contact name and telephone number of the social worker** |  |
| **If your child is adopted, or has a special guardianship order, or has a child arrangements order, after having being looked after by a local authority, please provide a copy of the order** |  |
| **Reason for Request for In-Year Transfer** | |
| Please outline your reasons for the in-year transfer, to include:   * The specific reasons for a transfer to The Eastwood Academy. * Any relevant issues at your child’s current or most recent school related to the transfer. | |
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| **Parental Declaration** | |
| I certify that I have parental responsibility for the child named in this application and have the agreement of all parents/carers listed.  I confirm that the information I have provided is, to the best of my knowledge, correct and up-to-date. I understand that if I give any false or deliberately misleading information on this form and/or supporting papers or withhold any relevant information, this may lead to the withdrawal of an offer of a school place for my child.  I hereby authorise The Eastwood Academy to contact any schools listed in this form. | |
| **Signature of Parent/Carer** |  |
| **Date** |  |
| Information supplied will be used for registration purposes under the Data Protection Act 2018.  Refer to the Academy’s [Privacy Notice (Admissions)](http://eastwoodacademy.co.uk/docs/Privacy%20Notice%20(Admissions).pdf) | |

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| Once completed, you should return this form to:  **In-Year Admissions**  **The Eastwood Academy**  **Rayleigh Road**  **Leigh-on-Sea**  **Essex**  **SS9 5UU**  **Tel: 01702 524341**  **E-mail:** [admissions@eastwood.southend.sch.uk](mailto:admissions@eastwood.southend.sch.uk)  **The Academy will inform you of the outcome within 15 school days.** |