

Mid-Year Application for St. Michael's Church of England Primary School, Braintree



You should not remove your child from their current school until a place has been secured elsewhere. Please complete one application form per child.

Section 1 – Pupil details

Pupil surname		
First name(s)		
Date of birth	Year group	Male / Female
Preferred date of admission / /		
Known by another name? If so, what?		

Section 2 – Home address

House number or name	Street	
Postal Town	Postcode	

Section 3 – Parent/carer details

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

Section 4 – Reasons for change of school

Current school (or last school attended)		
Town and postcode of current school		
Is the child still attending? Yes / No	If no, last date of attendance / /	
Has your child attended another school within the last year? If so, please name		
If you are moving into the area, date of move / /		
New address if different to Section 2 (you may be asked for copies of proof of address (e.g. Exchange of Contracts or signed tenancy agreement)).		
House number or name	Street	
Postal Town	Postcode	
Have you discussed your reasons for wanting a different school for your child with your child's current school? Yes / No		
Reason for leaving: Moved home?	Permanently excluded?	
Other (please give brief reason)		

Section 5 – Other details

Is the child cared for by a Local Authority or is he/she a “Previously Looked After” child?	Yes / No
Does the child have an Educational Health Care Plan (previously known as a statement)?	Yes / No
Are there any exceptional medical reasons why the child should specifically attend this school (in accordance with the school’s Admissions Policy)? If ‘Yes’, please attach supporting evidence from the child’s doctor or other health care professional.	Yes / No

Section 6 – Siblings

If you have another child already at St. Michael’s school, please enter their details below.	
Name	Date of birth
If you have another child that you are applying for a St. Michael’s school place, please enter details and complete a separate application form. If applying for a place under the church criteria, please complete a SIF (Supplementary Information Form)	
Name/s	Date of birth

Section 7 – 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/legal guardian for this child.

Signed	Date
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Please return this form directly to St. Michael’s Church of England Primary school

E-mail back to admin@st-michaelscofe.essex.sch.uk or hand in to the school office (open between 8am and 4:30pm Mon-Fri during term time)

The application response letter from St. Michael’s will be sent by e-mail to the address provided. (please add our account above to your ‘safe senders’ list to ensure it does not get filtered into junk folders).

Please check this e-mail address is correct and legible as we cannot be responsible for inaccurate emails.

If you would rather just have a letter posted to you, please tick this box

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

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 admin@st-michaelscofe.essex.sch.uk
Contact details for every school in Essex can be found via the website www.essex.gov.uk/admissions using the “Admissions booklets” link.
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 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 the 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 the school writes to you to offer a place, you should get in touch with 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 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 the academy, foundation and voluntary aided school(s) in question and not Essex County Council.**

* 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.

"Journeying together with Christ"			
Love	Integrity	Creativity	Resilience