



In Year Admissions Application Form

Please use this form if you wish to apply for a school place at Cecil Jones Academy, if you are moving into the Borough or wish to transfer schools. Applications from Year 6 to Year 7 can only be made via Southend Borough Council.

You will need to complete a separate form for each of your children of secondary school age.

This form is in 2 parts:

- You should complete all sections of **Part 1** and send this either:
 - a) by post or by hand to the Admissions Office, Cecil Jones Academy, Eastern Avenue, Southend on Sea. SS2 4BU
 - b) by email to admissions@ceciljones.net
- You should then take/send **Part 2** of the form to the school where your child is / was attending. The school will then complete the remainder of the form and forward it to Cecil Jones.

If your child has not attended a school in the United Kingdom do not send Part 2 of the form to your child's previous school but attach to Part 1 any school reports you have from the previous school.

Please contact the Admissions Office at the school at any time to enquire about the progress of your application, either on 01702 440000 or email admissions@ceciljones.net

| Child 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 | |
| Address | | | | | |
| The address on the application form should be your child's normal home address at the time of application. | | | | | |

| Reasons for Application: | |
|---|-----------------------------------|
| a) Moving into the Southend area | YES / NO |
| b) Moving to a different address in the Southend area | YES / NO |
| 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> | |

| Current School Attended: | |
|---------------------------------|--|
| Name of School | |
| Address | |
| Telephone Number | |

| Siblings: Please list below the child's brothers and sisters aged 5-16 years | | |
|---|---------------|-----------------|
| Name | Date of birth | School attended |
| | | |
| | | |
| | | |

| APPLICANT DETAILS: | | |
|---|-------------|--------------|
| Title: | Forename: | Surname: |
| Home Address (if different to the child's address) | | |
| Home Tel: | Mobile Tel: | Daytime Tel: |
| Email address: | | |
| What is your relationship to the child? | | |
| Do you have parental responsibility for the child: YES / NO | | |
| Is the child "Looked After" by a Local Authority? (eg is the child in Foster Care) YES / NO | | |
| If YES, please give the name of the Local Authority which supports the child and provide the contact name and telephone number of the social worker who will act as the parent of the child | | |

Are you applying for a child who was looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship? YES/NO

| ADDITIONAL INFORMATION | |
|---|----------|
| This information is not for admission consideration but to assist with the placement | |
| Does your child have a Statement of Special Educational Needs | YES / NO |
| Does your child have a Common Assessment Form (CAF)? | YES / NO |
| Does your child suffer from any form of disability? | YES / NO |
| Has your child ever been permanently excluded from any of his/her previous schools | YES / NO |
| Has your child every been temporarily excluded from any of his/her previous schools | YES / NO |
| Is your child currently supported by other agencies e.g. Social Services, Education Welfare Office, Educational Psychology Service, Child and Adult Mental Health Service or Youth Offending Team? | YES / NO |
| If the answer to any of the questions above is Yes please give details of any contacts and further information which you wish us to be aware of. Please use additional sheet if required. | |
| If your child is currently in Year 10 or Year 11 please give details of any GCSE option subjects or alternative courses that they are studying. Please note that Cecil Jones Academy may not be able to offer all these options. | |

| Declaration |
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| <p>I am aware:</p> <ol style="list-style-type: none"> 1. of the admissions criteria for Cecil Jones Academy to which I am applying 2. of the Southend Borough Council policy in relation to pupil transport; (detailed in the Secondary School Admission Booklet each year) 3. that the Academy may conduct checks to verify residency (eg. Request copies of two utility bills council tax demand, home visits; <p>I certify 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 at Cecil Jones Academy</p> <p>Signed: (parent / guardian) Date:</p> <p>Relationship to child:</p> |
| <p>Information provided by you will be held and processed by Cecil Jones Academy in accordance with the Data Protection Act 1998. It will be used for its intended purpose but may also be passed to the DfE, Local Authority and agencies outlined in the Academy Privacy Notice which is available on the school website or on request to the Admissions Office.</p> |