



## IN YEAR ADMISSION APPLICATION FORM Part 1 to be completed by parents/carers

Please use this form if you wish to apply for a place at Chase High School, if you are moving into the Borough or wishing to transfer schools. Applications for transfer from year 6 to year 7 can only be done via Southend on Sea Borough Council. The application process is in two parts\* This form should be completed and sent to [admissions@chasehigh.org](mailto:admissions@chasehigh.org) Please ensure all areas are completed – if they are not it will delay the admission consideration

### Section 1 - Pupil Details

Pupil Surname	
First Name (s)	
Date of Birth	Male/Female
Home address of Child (including Postcode)	
Country of Birth	
Current School (or last school attended)	
Last date of attendance if no longer in Education	
Town and Postcode of Current School	

### Section 2 – Parent/Carer Details

Title Mr/Mrs/Miss/Ms Forename (s)	
Surname	
Relationship to Child	
Do you have parental responsibility for the child	YES/NO (only a parent/carers with parental responsibility can apply for a school place)
Home/Work Telephone Number	
Mobile Telephone Number	
Email address	

### Section 3– Reasons for change of School

Moving to Southend –	<p>YES/NO (<i>if Yes what was your previous area of residence</i>)</p> <p>If you are moving into the area date of move: (<i>please attach copies of proof of address e.g. exchange contracts or signed tenancy agreement</i>)</p>
Moving to Southend from Overseas	<p>YES/NO (<i>if Yes, which country? - For UK/EU citizens where the last school was overseas, you need to provide a copy of the passport to prove that the child is a UK/EU citizen. For non-EU 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</i>)</p>
Not Moving but wanting to transfer schools locally	<p>YES/NO (<i>if you are not moving house but would like your child to attend a different school please detail below the reasons why you are seeking this transfer – please include full details of any previous exclusions etc.</i>)</p>
Current School attending	
School Address & Telephone No.	
<p>Have you discussed your reasons for wanting a new school for your child with your child's current school      YES/NO</p>	
<p>Has your child attended any other Secondary School? (if so where)</p>	
Date of proposed Admission	
<p>Please note: If your child already attends a school in the Borough you MUST NOT remove him/her from that school before you have an offer of another school place</p>	

### Section 4– Other Details

Which Schools have you applied for? Please put in order of preference	
1 <sup>st</sup> preference	
2 <sup>nd</sup> preference	
3 <sup>rd</sup> preference	
4 <sup>th</sup> preference	
5 <sup>th</sup> preference	

Is the child 'Looked After' by a Local Authority? (E.g. Foster Care) or was the child previously 'Looked After'?	YES/NO (If yes, which Local Authority)
Does the child have Special Educational Needs?	YES/NO (If yes, please provide details)  K- SEN Support  EHCP – Early Help Care Plan
Does the child have an Early Health Assessment or suffer from any form of disability?	YES/NO (if yes please provide details)
Is your child a young carer?	YES/NO (if yes, please provide details)
Does your child speak another language?	YES/NO

Siblings (0-16)		
Name	Date of Birth	School attending

Is the child currently in years 10 or 11 please detail below the GCSE option subjects or alternative course they are studying.	YES/NO
Please note there is no guarantee that options can be matched	

<b>DECLARATION:</b>	
<p><b>I am aware</b></p> <ul style="list-style-type: none"> <li>• Of the admission criteria for Chase High School to which I am applying</li> <li>• Of the Council policy in relation to pupil transport (detailed on their website <a href="http://www.southend.gov.uk/admissions">www.southend.gov.uk/admissions</a>)</li> <li>• That the school may conduct checks to verify residency (e.g. home visits)</li> <li>• That the school may contact my child's current/previous school</li> <li>• If a school place has been secured through false information being provided, the school has the power to withdraw any place offered</li> <li>• <b>I have included a copy of my child's passport or birth certificate and understand failure to do so will result in the application being delayed</b></li> </ul> <p><b>I have read the notes and guidance for the completion of this form.</b>  <b>I understand that Chase High School will contact my child's previous school.</b>  <b>I confirm that the information I have given is true and that I have parental responsibility for the child.</b></p>	
<b>Signed (parent/guardian):</b>	<b>Date:</b>

**Data Protection Act 1998: the personal information collected on this form may be used and shared with Essex County Council and Southend Council for the administration of school admissions**

**Please note:**

**You will need to complete a separate form for each of your children of secondary school age whom you are seeking a place for.**

**\*This form is in 2 parts:**

- **You should complete all sections of Part 1 and send the form to [admissions@chasehigh.org](mailto:admissions@chasehigh.org)**
- **You should complete the first section of Part 2 and send or take 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 Chase High School. If your child has not attended a school in the UK it is not necessary to complete Part 2 but it is essential that you attach to Part 1 any previous school reports or document/evidence of study outside the UK**

*Official Sensitive – Brentwood Academies Trust T/A Chase High School fully complies with information legislation. For full details on how we use your personal information please see our online privacy notice <https://www.chasehigh.org/our-school/privacy-notice> or call 01702 354441 if you are unable to gain access to the internet. [www.chasehigh.org](http://www.chasehigh.org)*