

## Mid-Year Application for King Harold Business and Enterprise Academy

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

### Section 1 – Pupil details

Pupil surname		
First name(s)		
Date of birth	Year group	Male <input type="checkbox"/> Female <input type="checkbox"/>
Current school (or last school attended)		
Town and postcode of current school		
Is the child still attending? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, last date of attendance		
If the child known by another name please add it here		

### Section 2 – Home Address

House number or name	Street
Village	Post town Postcode

### Section 3 – Parent/Carer details

Mr/Mrs/Miss/Ms	Initials	Surname
Relationship to child	Home phone no.	
Work phone no.	Mobile phone no.	

### Section 4 – Reason for change of school- Please ensure you provide a reason for leaving the current School, the application cannot be processed without this.

a) Preferred date of admission		
b) If you are moving into the area, date of move		
<b>New address if different to Section 2</b> (please attach copies of proof of address (e.g Exchange of Contracts or signed tenancy agreement).		
House number of name	Street	
Village	Post town	Postcode
c) Have you discussed your reasons for wanting a different school for your child with your child's current school? Yes <input type="checkbox"/> No <input type="checkbox"/>		

d) Has your child attended any other secondary school?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' please give details:			
Name of school (1)		Date of leaving	
Reason for leaving: Moved home <input type="checkbox"/> Permanently excluded <input type="checkbox"/>			

Other (please give reason)			
Name of school (2)		Date of leaving	
Reason for leaving: Moved home <input type="checkbox"/> Permanently excluded <input type="checkbox"/>			
Other (please give reason)			

### Section 5 – Other details

Is the child in public care (looked after by a Local Authority)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the child ever had any social care involvement ie. A social worker?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the child have a statement of Special Educational Needs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes please contact Essex County Council for further advice before proceeding with this application.		
Are there any exceptional medical reasons why the child should specifically attend this school (in accordance with the school's Admissions Policy)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes', please attach supporting evidence from the child's doctor or other health care professional.		
Has your child attended King Harold previously?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Section 6 – Siblings

If you have another child at this school please enter their details below.	
Name	Date of birth

### Section 7 – Other information

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## Section 8 – Declaration

I have read the notes of guidance for the completion of this form and will provide the relevant documents. I confirm that the information I have given is true and that I have parental responsibility for this child.

Signed

Date

**Please return this form directly to us.**

**Data Protection Act 1998:** the personal information collected on this form will be used and shared with King Harold Business and Enterprise Academy for the administration of school admissions.

## Notes of Guidance on Completion of King Harold Business and Enterprise Academy Application Form

1. This form should be completed and sent directly to King Harold Academy, Broomstick Hall Road, Waltham Abbey, Essex, EN9 1LF
2. You should be aware that there is no guarantee of a place, so you can and should apply for more than one school, unless you have established that we definitely have a place for your child. To find out if there are places, please contact us on 01992 714800.
3. Once you have sent your application to us, we should write to you within 10 school days to confirm if a place is being offered or not. If you do not hear within this timescale, please contact us to ask about your application.
4. If we write to you to offer a place, you should get in touch with us to confirm if you are accepting the place and we will 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 Essex County Council website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) from the 'Appeals' link.
6. Applying from overseas – for UK/EU citizens where the last school was overseas, by law 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. Applications will not be processed until these documents have been provided.
7. 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: 0845 603 2200 for further support and advice. The email address for School Admissions is [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk).
8. Please remember – **ALL** applications must be sent directly to us with along with a copy of the applicants **Birth Certificate or Photographic ID and proof of residency**. Please do not send original documents however, we may ask that they are presented at interview.

## **School Transport**

Essex County Council has a duty to provide home to school transport for those children of statutory secondary school age who live at least three miles away from, as measured by the shortest available walking route, and attend, their designated local secondary school. Free school transport will be provided for pupils who gain a place at a school that is closer than their designated local school as measured by their nearest road route but is at least three miles away from where they live.

The right to free home to school transport is extended to children aged 11 or over who are entitled to free school meals or whose household has an annual income less than £16,190, where they are attending one of three nearest qualifying schools as determined by the LA and they reside between 2 and 6 miles from that school. In these circumstances transport is demonstrate they are in receipt of the benefits outlined above for each year. Transport will therefore be provided in subsequent academic years only if the circumstances of the family remain unchanged.

Free transport is also provided to the nearest school with a space available if the designated local school is full, providing it is at least three miles away.

## **Things to consider before changing school**

If you have not moved house, you should not remove you child from his/her current school until you have secured a new school place. Your child should continue to attend the current school if it is travelling distance.