

# Belfairs Academy

## In Year Admissions Application Form



Please use this form if you wish to apply for a school place at Belfairs 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, Belfairs Academy, Highlands Boulevard, Leigh-on-Sea, SS9 3TG
  - b) by fax to 01702 480573
  - c) by email to [admissions@belfairs.southend.sch.uk](mailto:admissions@belfairs.southend.sch.uk)
- You should then complete the first section of **Part 2** and take or send this part 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 Belfairs.

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 the Admissions Office at the school at any time to enquire about the progress of your application, either on 01702 509000 or email [admissions@belfairs.southend.sch.uk](mailto:admissions@belfairs.southend.sch.uk)

| Child Details:  |  |               |  |        |
|---|--|---------------|--|--------|
| Legal Surname   |  | First name(s) |  |        |
| The <b>legal surname</b> 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 <b>address</b> on the application form should be your child's normal home address at the time of application.   |  |               |  |        |

| <b>Reasons for Application:</b>   |                                   |
|---|-----------------------------------|
| 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><b>For a), b) or c)</b> 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><b>For d)</b> please give the reasons why you are seeking this transfer</p> |                                   |

| <b>Current School Attended:</b> |  |
|---------------------------------|--|
| Name of School                  |  |
| Address                         |  |
| Telephone Number                |  |

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

| <b>APPLICANT DETAILS:</b>   |             |              |
|---|-------------|--------------|
| 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                      |             |              |

| <b>ADDITIONAL INFORMATION</b>  |          |
|--|----------|
| <b>This information is not for admission consideration but to assist with the placement</b>  |          |
| 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. <b>Please note that Belfairs Academy may not be able to offer all these options.</b> |          |

| <b>Declaration</b>   |
|--|
| <p>I am aware:</p> <ol style="list-style-type: none"> <li>1. of the admissions criteria for Belfairs Academy to which I am applying</li> <li>2. of the Southend Borough Council policy in relation to pupil transport; (detailed in the Secondary School Admission Booklet each year)</li> <li>3. that the Academy may conduct checks to verify residency (eg. Request copies of two utility bills council tax demand, home visits;</li> </ol> <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 Belfairs Academy</p> <p>Signed: (parent / guardian) ..... Date: .....</p> <p>Relationship to child: .....</p> |
| <p>Information provided by you will be held and processed by Belfairs 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>  |

# Belfairs Academy School Admissions (Part 2)



## Information to assist transfer of school placement

**To be completed by the parent:**

**Student Details:**

|                                       |  |                |  |
|---------------------------------------|--|----------------|--|
| Name of student:                      |  | Date of birth: |  |
| Name of previous/ current school:     |  |                |  |
| Address of previous / current school: |  |                |  |
|                                       |  |                |  |

**To be completed by the previous/current school and passed to Belfairs Academy via the parent or directly if requested by the parent.**

**Attendance:**

|  |                          |
|--|--------------------------|
| Is the child still on roll?  | Last date of attendance: |
| <b>Attendance record for the last 2 years</b> (or since admission) - please attach printout of attendance record and return with this form |                          |
| Are there any strategies in place to increase this child's attendance?<br>If YES , please give details                                     | YES / NO                 |
|  |                          |

**Fixed Period Exclusions:**

| Date | No of Days | Reason |
|------|------------|--------|
|      |            |        |
|      |            |        |
|      |            |        |
|      |            |        |

**Permanent Exclusion:**

| Date | Reason |
|------|--------|
|      |        |

**Special Needs:**

|  |                            |                   |             |
|--|----------------------------|-------------------|-------------|
| School Action: YES/NO  | School Action Plus: YES/NO | Statement: YES/NO | IEP: YES/NO |
| Does the pupil have any additional needs e.g. English as An Additional Language? If yes, please give details |                            |                   |             |
|  |                            |                   |             |

| <b>Other Agency Involvement:</b>  |          |
|---|----------|
| Is the student a Looked After Child?<br>If YES, please provide the following details<br>Local Authority:<br>Social Worker Name:<br>Social Worker Contact Details: | YES / NO |
| Are you aware of any other agency involvement<br>e.g. Education Welfare, Youth Offending Services?<br>If YES, please give details                                 | YES / NO |
| Has a Common Assessment Framework (CAF) form been completed?<br>If YES, please attach a copy if available.  | YES / NO |
| Have any other strategies / services been considered or used?<br>If YES, please give details  | YES / NO |

| <b>Attainment – National Curriculum Levels</b> |  |
|--|--|
| KS2 Maths Teacher Assessment Level:            | Test Level:                            |
| KS2 English Teacher Assessment Level:          | Test Level:                            |
| KS2 Science Teacher Assessment Level:          |  |
| KS3: Maths Teacher Assessment Level            | KS3: English Teacher Assessment Level: |
| KS3: Science Teacher Assessment Level:         |  |

| <b>Attainment: Current Levels/Grades:</b>   |          |                      |
|---|----------|----------------------|
| Please indicate the subjects currently being studied and the latest report level/grade for each one, alternatively please attach a copy of the student's latest report. |          |                      |
| English:  | Maths:   | Science:             |
| French:   | Spanish: | Other MFL:           |
| Geography:  | History: | Religious Education: |
| Art:  | Drama:   | Music:               |
| Technology:   | ICT:     | Physical Education:  |
| For Years 10 and 11 please list other subjects being studied:   |          |                      |
|   |          |                      |
| Any other information you feel may be useful  |          |                      |
| Please provide contact details of the school representative completing this form:   |          |                      |
| Name: ..... Position: .....   |          |                      |
| Telephone no: ..... Email address: .....  |          |                      |

|                          |
|--------------------------|
| School Stamp here please |
|--------------------------|