



IN-YEAR ADMISSION APPLICATION FORM

Please read the St. Martin's School published Admission Policy carefully before completing this form.

PART A - CHILD'S DETAILS:

Child's full legal name:	
Child's date of birth:	
Child's home address: (as defined in the Admission Policy)	
Child's Gender (assigned at birth):	
Current School (or last school attended) and address:	
Last date of attendance in education:	
Has your child been permanently excluded?	

PART B - PARENT'S DETAILS (one parent only - where priority for children of a staff member applies, this must be the parent employed at St. Martins' School):

Parent's Title:



Parent's full legal name:	
Parent's home address: (if different to the child's home address)	
Parent's email address:	
Parent's contact number(s):	

PART C - LOOKED AFTER AND PREVIOUSLY LOOKED AFTER CHILDREN		
Is the child looked after or previously looked after? (Please refer to the Admission Policy for the definition of 'looked after child', 'previously looked after child' and other requirements such as supporting documents before answering)	Yes	
	No	

PART D - CHILDREN WITH A SIBLING AT ST. MARTIN'S SCHOOL		
Does the applicant child have a sibling at St. Martin's School in Year 7 to Year 11 only at the time of application, who will still be on the roll in Year 7 to Year 11 only at the time of the applicant child's admission? (Please refer to the Admission Policy for the definition of a 'sibling' and other requirements, such as where the sibling must live, before answering)	Yes	
	No	
Sibling's full legal name:		



Sibling's date of birth:	
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PART E - CHILDREN OF STAFF		
Is the applicant the child of a staff member at St. Martin's School? (Please refer to the Admission Policy for the definition of 'a child of a staff member' and other requirements such as where the child must live before answering)	Yes	
	No	
If the answer is 'Yes', the application must be accompanied by signed and dated letter on headed notepaper from the staff member's Line Manager confirming that they meet the criteria.		

PART F - REASONS FOR APPLICATION	
Moving to the Brentwood Borough Council (or nearby) Local Authority area.	Yes/No If yes, please provide moving date and new address (if different to address detailed in Part A) and proof of new address, e.g. Exchange of Contracts or signed tenancy agreement.
Moving to the Brentwood Borough Council (or nearby) Local Authority area from overseas.	Yes/No If yes, please advise the country that you are moving from. You must provide proof of the child's right of abode in the UK when submitting this form. Refer this link: https://www.gov.uk/right-of-abode .
Not moving, but wanting to transfer schools.	Yes/No

PART G - SIGNATURE AND DATE



I certify that the information that I have provided in this form is true and accurate, to the best of my knowledge and belief:

Name:

Signed:

Dated:

This completed form and any supporting documents must be sent to:

The St. Martin's School Admissions Manager at St. Martin's School, Hanging Hill Lane, Hutton, Brentwood, Essex, CM13 2HG or by email to enquiries@st-martins.essex.sch.uk.



To be completed by the current/previous school only

Name and position of person completing this form:

Date of completion:

Pupil name:

Pupil date of birth:

1. Has the pupil named above been placed in an Alternative Provision (AP) or the equivalent within the two years prior to this application or where the pupil's last provision was a PRU?
Yes/No
Name of provision:
2. Has the pupil had three or more behaviour-related suspensions (or equivalent, e.g. a short-term placement at an external/internal provision), where, at least, two of the suspensions were more than one day each, within the last year?
Yes/No
If yes, please provide dates:
3. Has the pupil been removed from the school roll/AP roll for a minimum of one term?
Yes/No
If yes, please provide details:

As the Parent of this child, I give my consent to my child's current/previous school releasing this information for the purpose of this school application.

Parent Name:

Signed:

Dated:

As the pupil, I give my consent to my child's current/previous school releasing this information for the purpose of this school application.

Pupil Name:



Signed:	
Dated:	



Guidance on Completion of the St. Martin's School In-Year Admission Application Form

1. This form should be completed and shared with your child's current/previous school, which will provide information as detailed on page 5. The form must then be sent directly to St. Martin's School using the contact details at the foot of Part G above.

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 at St. Martin's School, please contact the school directly.

3. If you do decide to apply for more than one school, you need to make a separate application on a separate form for each school.

4. Once you have sent your application to St. Martin's School, it must respond 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 St. Martin's School directly to ask about your application.

5. If St. Martin's School writes to you to offer a place, you should contact the school to confirm acceptance of 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 school's website and also on the Essex County Council website www.essex.gov.uk/admissions using the 'Submit an Appeal' link.

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 Essex County Council Local Authority area), please contact School Admissions at Essex County Council on telephone number 0345 603 2200 for further support and advice. The email address for Essex County Council School Admissions is admissions@essex.gov.uk.

8. Please remember that applications must be sent direct to St. Martin's School and not to Essex County Council.



Matters to consider before changing school

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

- **The curriculum**

Every school has a structured curriculum, but different parts of it will be taught at different times of the year in each school. Different books or periods of history may be studied, depending on the choices made by the school. For pupils in Year 10 or 11, you need to consider whether the GCSE subjects being studied by your child are available. There is no guarantee that options can be matched.

- **Uniform**

You may have to buy a complete set of new uniform if your child changes school and the associated costs should be considered.

- **Transport**

How will your child get to a new school safely and on time? What will be the cost involved? In most cases, Parents are unlikely to be eligible for help with the cost of transport if you have chosen to move your child from a local school.