



MID YEAR APPLICATION FOR A PLACE AT HONYWOOD SCHOOL

Section 1: Child's details

| | | | |
|--|---------------|--------------------------------|--|
| Child's surname: | | | |
| First name/s: | | | |
| Date of birth: | | Year group to admit to: | |
| Gender: | Male / Female | Delete as applicable | |
| Current school (or last school attended) | | | |
| Address: | | | |
| Contact telephone no.: | | | |
| Contact name (ie: Head of Year): | | | |
| Is the child still attending? | Yes / No | If NO date of last attendance: | |

Section 2: Home address

| | |
|------------------------------|--|
| Child's home address: | |
| Contact telephone number(s): | |

Section 3: Parent / carer details

| | | | |
|----------------------------------|---|---|--|
| Parent / carer name (inc title): | | | |
| Relationship to child: | | | |
| Contact Telephone numbers: | H | M | |
| Email Address: | | | |

Section 4

| | |
|--|------|
| Do you have another child at this school please enter their details below: | |
| Name: | DOB: |

Section 5

| | | |
|--|----------------------------|----------------------------|
| Is the child in public care (looked after by the Local Authority)? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| Does the child have an EHCP? | <input type="checkbox"/> | <input type="checkbox"/> |

Are there any exceptional medical reasons why the child should specifically attend

If yes to any of the above, please attach documentation from the child's doctor or relevant health care professional.

Section 6: Reason for change of school

| | | | |
|--|--|---|--|
| Preferred date of admission: | | If moving into the area - Date of Move: | |
| New address if different from Section 2 (please provide evidence ie: exchange of contract) | | | |
| If you have not moved, please give your reasons for the change of school: | | | |
| | | | |

| | |
|---|--|
| Have you discussed your reasons for wanting a different school for your child with your child's current school? | Yes / No |
| Who have you spoken to at your child's present school? | |
| Headteacher <input type="checkbox"/> | Tutor/Class teacher <input type="checkbox"/> |
| Deputy Headteacher <input type="checkbox"/> | None <input type="checkbox"/> |
| Head of Year <input type="checkbox"/> | |

| | |
|--|----------|
| Has your child attended any other secondary school? | Yes / No |
| Please list schools attended and reason for leaving: | Reason |
| | |
| | |

If you have any other information that may support your mid-year application please indicate (continue on a separate sheet if necessary):

I confirm that the information I have given is true and that I have parental responsibility for this child.

Signed: _____ Date: _____
 Print _____

***Please return this form to Miss Vandome, Admissions Administrator at
Honywood School, Westfield Drive, Coggeshall, CO6 1PZ***

*For more information about how we store and use your data please refer to the Privacy Notice on our website
www.honywoodschool.com*

Notes of Guidance on Completion of the Honywood School Mid-Year Application form

1. This form should be completed and sent directly to Honywood School for the attention of Miss Vandome.
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 schools definitely has a place for your child. To find out if there are places, please contact Miss Vandome at Honywood School on 01376 561231 or admissions@honywoodschool.com
3. If you decide to apply for more than one school, you need to complete a separate application on a separate form for each school.
4. Once the application is returned to the school, the school will write to you within 7 days to confirm if a place is offered or not. If you do not hear within this timescale, please contact the school directly to ask about your application.
5. If the school writes to you to offer a place, you should get in touch with the school to confirm if you are accepting 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 days of the refusal letter. Information about appealing is available on the website www.essex.gov.uk/admissions from the "Appeals" link.
7. Applying from overseas – 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.
8. 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 0845 603 2200 for further support and advice. The email address for School Admissions is admissions@essex.gov.uk
9. Please remember – applications must be sent directly to Honywood School – **not Essex County Council.**

**If you live in Essex you will pay your Council Tax to one of the following Borough/District Councils: Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Epping Forest, Harlow, Maldon, Rochford, Tendring or Uttlesford.*

PTO:

School transport

Transport to school is assessed by Essex County Council based on the County Policy for Home School transport and not organised by the school. The full policy can be found at:

[http://www.essex.gov.uk/Education-Schools/Travel-School/Documents/Master Education Transport Policy Aug 2015.pdf](http://www.essex.gov.uk/Education-Schools/Travel-School/Documents/Master_Education_Transport_Policy_Aug_2015.pdf)

Please check this policy carefully for eligibility for bus transport before applying through Essex County Council.

Things to consider before changing school

If you have not moved house, you should not remove your 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 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 learners in Cohort 9, 10 and 11, will the GCSE subjects your child is studying still be available? There is no guarantee that options can be matched. For example, at Honywood School, our learners commence their GCSE studies in Cohort 9 and follow a three year GCSE programme.

Uniform

You may have to buy a complete set of new uniform if your child changes school. Have you considered the cost?

Transport

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