

Notes of Guidance

Completion of the Mid-Year Secondary School Application Form

1. This form should be completed and sent directly to the Essex secondary school you wish to apply for. Contact details for every school in Essex can be found via the website www.essex.gov.uk/admissions using the "Find a primary or secondary school" link.
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, you need to contact the school(s) 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 the school, the school should write to you within 7 school days to confirm if a place is being 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 school 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 UKIEU citizens where the last school was overseas, you need to provide a copy of the passport to prove that the child is a UKIEU 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*(1) 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.
9. Please remember - applications must be sent direct to the school(s) in question and not Essex County Council.

*Note (1) 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.

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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 the 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 provided but is reviewed each academic year. Parents are required to submit proof to 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 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 pupils in Year 10 or 11, will the GCSE subjects your child is studying still be 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. 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.