



SIGMA TRUST



## In-Year Application for a Primary, Infant or Junior School Place

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 is 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.
Email address		Mobile phone no.

### Section 4 – Reasons for change of school

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 or 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 primary 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      Permanently excluded	
Other (please give reason)			

GREATER THAN THE SUM OF ITS PARTS



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**Section 5 – Other details**

Name of school (2)	Date of leaving
Reason for leaving:      Moved home      Permanently excluded	
Other (please give reason)	
Is your child cared for by a Local Authority or is he/she a previously looked after child?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the child have an Educational Health Care Plan (previously known as a statement)?	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. I confirm that the information I have given is true and that I am a parent for this child.

Signed	Date
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This form can be completed online at <https://www.sigmatrust.org.uk/governance/admissions> or returned in any of the following ways:

**By post to:** Primary In-Year Admissions, The Sigma Trust, Tendring Education Centre, Jaywick Lane, Clacton-on-Sea, Essex CO16 8BE

**By email to:** [primaryinyearadmissions@sigmatrust.org.uk](mailto:primaryinyearadmissions@sigmatrust.org.uk)

**By hand to:** Main Reception at one of the following:

- Alton Park Junior School, Alton Park Road, Clacton-on-Sea, Essex CO15 1DL
- Holland Park Primary School, Holland Road, Clacton-on-Sea, Essex CO15 5TG
- Monkwick Infant School and Nursery, School Road, Colchester, Essex CO2 8NN
- Monkwick Junior School, School Road, Colchester, Essex CO2 8NN