Changing Secondary School Form – In Year

Please use this form if you are requesting a place in Churchill Academy and Sixth Form

Section 1: Reason for your application – please complete one form per child.
Please complete in block capitals with black ink or ☐ appropriate box.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Please tick</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Moved into North Somerset</td>
<td>☐</td>
</tr>
<tr>
<td>2. Moving out of catchment within the North Somerset area</td>
<td>☐</td>
</tr>
<tr>
<td>3. Not moving, but requesting a new school</td>
<td>☐</td>
</tr>
</tbody>
</table>

Section 2: Your child’s details

<table>
<thead>
<tr>
<th>Child’s legal Surname:</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>As it appears on birth or adoption certificate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child’s Legal Forename:</th>
<th>Date of birth</th>
<th>Current Year Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>As it appears on birth or adoption certificate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child’s current home address:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Postcode:</th>
<th>This must be supplied so we can process your application</th>
</tr>
</thead>
</table>

If the child / family is moving house, please give the proposed new address:

<table>
<thead>
<tr>
<th>Postcode:</th>
<th>This must be supplied so we can process your application</th>
</tr>
</thead>
</table>

Anticipated date of house move:

In order to be considered from your proposed new address, you must provide independent confirmation of it. If you are buying a property you must provide a solicitor’s letter confirming that contracts have been exchanged and a completion date set. If you will be renting, a copy of the tenancy agreement signed by both parties (landlord and tenant) is required. Your application will not be considered from the proposed new address until independent confirmation is received.

If you are not providing independent confirmation, do you want your application considered from your current address?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Is the child in care of a local authority?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Has the child previously been in the care of a local authority but has since been adopted (or become subject to a residence order or special guardianship order)?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Is the child a young carer? Please give details.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If yes to any of the above questions please include in this box the names and contact details of any outside agencies currently involved with this child, for example Social Worker; CAMHS; Behaviour Support, Local Support Team or similar and attach a letter of support if applicable.

You should note that if you do not disclose relevant information where applicable this will delay your application being processed and could lead to your application being invalidated.

Has the child ever had a fixed or permanent exclusion from a school?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Are / were there any attendance related difficulties at this or any other school? Please give details.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Our expectation is that the student should have 95% attendance.
Does the child have a Statement of Special Educational Needs or is a Statutory Assessment in progress?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Section 3: Your child’s current school details**

Name and address of current school or last school attended:

Date last attended if not currently attending:

Reason for leaving or reasons for request of change of school:

If you are requesting a school transfer because your child is experiencing difficulties, your child must continue attending their current school until your application is resolved, as in some cases this can take time.

**Section 4: Preferred School for your child**

Name of Preferred School: Churchill Academy and Sixth Form

Please state below, detailed reasons why Churchill Academy and Sixth Form is your preferred school.

**Details of any half, full or adoptive brother or sister attending Churchill Academy and Sixth Form.**

<table>
<thead>
<tr>
<th>Name of sibling:</th>
<th>Date of birth:</th>
<th>Current Year Group:</th>
</tr>
</thead>
</table>

**Section 5: Details of Parent / Carer making this application**

Parent / carer address including postcode at time of application

Title: Surname: Forename: Address: Postcode:

Daytime telephone number: Mobile number: A contact number is essential

Email address:

I certify that the information I have provided is true to the best of my knowledge, and understand that any false or deliberately misleading information provided on this form and / or supporting papers may render this application invalid and could lead to the withdrawal of an offer of a school place for my child. I also give my consent for the
relevant admitting authority to contact relevant agencies or my child’s current / previous school in order to validate this application.

Signed:  
Date:  

What is your relationship to this child:

Please tick ✓

Mother: Father: Step-Parent: Foster Parent: Relative: Carer: Other:

Do you have parental responsibility for this child?

Applications are normally only considered if they are made by a person with parental responsibility as the main carer for the child.

Yes No

Should more than one parent have legal responsibility for this child you have a duty to consult with that other person regarding this application. We expect parents to agree on school places before an application is made and you should ensure that this is the case. We are not in a position to intervene in parental disputes over school applications.

BEHAVIOUR AND DISCIPLINE POLICY

Please read the below insertion taken from our Behaviour and Discipline Policy and sign at the bottom of this page to confirm that you agree to adhere to the Academy’s expectations.

Section 6: Behaviour and Discipline Policy

We expect parents to agree that they will do all they can to ensure that their child:

• Attends the Academy at all required times and is not absent for reasons other than ill health and for circumstances agreed with the Academy, including avoiding taking holidays in term time.
• Always arrives at the Academy punctually, unless extenuating circumstances prevent this.
• Complies with the Academy uniform requirements, and is in full Academy uniform on their journey to and from home.
• Maintains the highest standards of behaviour whenever on Academy-related visits or activities outside of the Academy, including on journeys to and from the Academy.
• Keeps an up-to-date and tidy Student Planner which is signed by parents weekly and which is used as a means of communication between home and the Academy.
• Is aware of and adheres to the Academy Code of Conduct and the Academy’s Classroom Expectations.
• Arrives at the Academy with the appropriate books and equipment (including that required for PE, Dance or Technology lessons).
• Completes all homework set and does so to the best of their ability.
• Understands that if an after Academy detention is set, students must attend for one hour.
• Understands that the Academy has the legal authority to detain students during break and lunch time and to attend after Academy detentions. These are held on a Tuesday for one hour and there is a Senior Leadership Group detention on a Friday, after school, for an hour and a half. Only under exceptional circumstances can this be rearranged; it will not be done because a parent refuses to support the Academy by collecting their child from an ASD.
• Understands that the Academy functions as a community and each member has both rights and responsibilities that are shared; no individual’s rights will be allowed to prejudice the reasonable rights of others.
• Understands that the Academy will have no tolerance of anti-social, bullying or any violent (verbal or physical) behaviour. This includes cyber-bullying and sexting in and out of School.
• Basic equipment required is: pencil case, minimum of 2 pens (blue and/or black) in good working order, 2 HB pencils, eraser, pencil sharpener, small pack of coloured pencils, 6” ruler.

We expect that parents will also:

• Be active in helping the School to improve what it does, giving constructive feedback and participating in surveys (such as Survey Monkey, questionnaires).
• Be committed to ensuring their child’s attendance (95% +), behaviour and attitude to learning and participation are always positive.
• Telephone the Academy on the first day of any unexpected absence of their child, explaining the nature of the absence and the length of time their child is likely to be away from the Academy, and follow this up with a note on the first day they return.
• Support the Academy’s Behaviour and Discipline policy; this includes ensuring their child attends after Academy detentions and ensuring that adequate transport arrangements are made if an after-Academy detention is set for their child.
• Ensure that all Academy documents are returned promptly; this includes:
  • Data checking sheets
  • Detention letters
  • Letters concerning Academy events that require a parental response.
• Ensure that Academy books are kept in good condition and free from graffiti and that textbooks are handed back in good condition at the end of the academic year or when requested.
• Avoid taking holidays during term time as all absence from the Academy has a potentially detrimental effect on a pupil’s learning (and may lead to parents being fined).
• Will always approach the Academy with concerns as quickly as possible to ensure these can be resolved.
• Will inform the Academy of any matters likely to cause their child anxiety at school or out of school and which will possibly affect their progress and well-being.
• Avoid giving their child any negative views of the Academy (or anyone working there) except where this is clearly agreed between parents and the Academy.

**DETENTIONS**
All Academic and Pastoral detentions are held on a Tuesday after School.

1) **Academic Detention**
Faculty imposed lunchtime and after School sanctions. The aim is to make up time lost through insufficient effort, distracting behaviour etc. Parents are informed as follows:
  • Lunchtime detentions: via a C2 alert on the ICARIS Behaviour log. The teacher informs the student of the venue and time for the lunchtime detention,
  • After School Detentions (ASD): via a letter home which clearly states the venue and time.

2) **Pastoral Detention**
Lunchtime sanction issued for misbehaviour during social/pastoral time. Parents are informed via the ICARIS log that a C2 has been issued. Students report to lunchtime duty staff and help with clearing up, assembly setting out or other community service. Pastoral ASD is set by the Head of House, via ICARIS and a letter is sent home with the date, venue and time.

**School Detention**
After School Detention (ASD) (3.30 – 4.30 pm) on a Tuesday, is initiated by Head of Faculty or Head of House for persistent offences which may include incidence of disruption, rudeness, aggression and defiance. Notification of a School Detention will be issued via the ICARIS Behaviour Log and a letter is automatically generated. Work must be set by faculty/pastoral staff. If a student is absent, through genuine reasons, the detention will be automatically rescheduled. If a student fails to attend the detention without prior notice it will be escalated to a Senior Leadership Group (SLG) Detention.

**Senior Leadership Group (SLG) Detention**
Senior Staff will initiate school detentions for offences of a more serious nature and will follow the same procedure as outlined under “School Detentions”. These detentions are on a Friday, 2.40pm – 4.00pm. These are for persistent offenders or students who resist attending the Tuesday ASD. Students who persist in missing detentions are at risk of isolation. If a student does not attend their SLG detention, they will be placed in isolation and parents contacted and asked to attend a meeting.

By signing below, I agree to support the Academy’s Behaviour and Discipline Policy and I agree to support any Academy’s detentions set.

<table>
<thead>
<tr>
<th>Student signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent / Carer signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Any application completed online will be asked to sign this document when invited in for interview.

Please return this application to Admissions@churchill-academy.org or post to Churchill Academy and Sixth Form, Churchill Green, North Somerset, BS25 5QN