

# Primary School (Reception) or Year 3 (infant to junior) admission 2025 Common Application Form

**Deadline: 15 January 2025**

For office use only

## Section 1

### What are you applying for?

ID NUMBER

A Reception place for start in the school year that begins in September 2025

A Year 3 place in a junior school beginning in September 2025

## Section 2

### Pupil Details

Pupil Surname  Current School (For Year 3 applications only)

First Name(s)

Date of Birth  Male  Female

If this child has been known by another name please enter it here

## Section 3

### Home Address

House Number  House Name

Street  Village (if applicable)

Post Town  Postcode

## Section 4

### Parent/Carer Details

Mr/Mrs/Miss/Ms  Initial  Surname

Home Telephone No.  Work Telephone No.

Mobile Telephone No.  Relationship to child

Email address

## Section 5

### Moving House

Day Month Year

Fill in this section if you are moving house. When are you moving?

What will your new address be?

House Number  House Name

Street  Village (if applicable)

Post Town  Postcode

If the move is due to a new posting as Service or Crown Servant Personnel please tick here.  Please provide evidence of your posting with this form.

## Section 6

### Other Details

a) Does your child have an Education, Health and Care Plan? YES  NO

b) Are there any exceptional medical reasons why your child should specifically attend your preferred schools? YES  NO

c) Are there any social reasons why your child should specifically attend your preferred schools? YES  NO

d) Is your child cared for by a Local Authority or is he/she a previously looked after child? YES  NO

If yes, which Local Authority?



Essex County Council

## Section 7 Preferences

Please list below all your preferred schools in priority order, including any schools outside Essex.

**We strongly recommend you use all your preferences.**

The ranking of your preferences is confidential to the relevant Local Authorities and will only be shared with schools in the event of appeals.

You are not required to give reasons for your preferences, but where you do they will be shared with that school. Any reasons you give should relate to the published admissions policy for the school.

Preference	Preferred School	Reasons (optional)	Child of staff member
1st	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2nd	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3rd	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4th	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**Remember to check whether you also need to complete a SIF (Supplementary Information Form) for any of your preferred schools.**

## Section 8 Siblings

Does your child have a sibling link for any of your preferred schools or partner junior school?

**YES**  **NO**  If **YES** please complete details below:

Name	Date of Birth	Year Group	School Attending
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Section 9 Declaration

I confirm that I have read the information in the “Primary Education in Essex 2025/2026” booklet (available via [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)) and the notes of guidance for the completion of this form. I also confirm that the information I have given on this form is true and that I am a parent of this child.

**Signed**

**Date**

**The form MUST be received in the School Admissions office by 15 January 2025 at this address:  
School Admissions, Essex County Council, County Hall , Market Road, Chelmsford CM1 1QH**

**DO NOT RETURN THIS FORM TO A SCHOOL**

**You should receive an acknowledgement within 10 working days of sending your application form.  
Please contact School Admissions if it does not arrive.**

**If you would like full details on how ECC uses personal data, please go to [www.essex.gov.uk/privacy](http://www.essex.gov.uk/privacy) or call 03457 430430.**

# Notes of guidance to assist in the completion of the Common Application Form (CAF)

**BEFORE FILLING IN THE FORM PLEASE READ THE PRIMARY EDUCATION IN ESSEX 2025/2026 BOOKLET ON [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).**

## **Section 1 - What are you applying for?**

Please tick the box relevant to the year group that you are applying for.

## **Section 2 - Pupil Details**

- Pupil's name - the names by which the child is legally known.
- Gender - many names are unisex and we need to be able to record male or female on our database.

## **Section 3 - Home Address**

Please give the home address for the child. As defined in the Primary Education in Essex 2025/26 booklet.

## **Section 4 - Parent/Carer Details**

Please give the name and contact details of the parent/carers who lives at the address provided on the application form and their relationship to the child.

## **Section 5 - Moving House**

If you are moving house please provide as much information as you can. If there are changes to your plans you must let us know immediately or your child's offer of a place could be withdrawn. If you currently live outside the Essex LA area you should make your applications for Essex schools via your home authority.

## **Section 6 - Other Details**

- Special Educational Needs – please tell us if your child has an Education, Health and Care Plan.
- Medical circumstances – you should check the relevant school's admissions policy and send any supporting evidence to the school direct. If the school is in another local authority area, check with the school where to send any evidence.
- Social circumstances – you should check the relevant school's admissions policy and send any supporting evidence to the school direct. If the school is in another local authority area, check with the school where to send any evidence.
- Looked After Children (LAC) – please tell us if your child is cared for by a Local Authority (or is a previously LAC) and the name of that LA. As defined in the Primary Education in Essex 2025/26 booklet.

## **Section 7 - Preferences**

*\* Please remember that any information I provide on my application may be shared with all schools for which I apply and any independent appeal panel members.*

Please list your preferred schools in priority order, including any preferred schools that are outside Essex. Whilst the law gives parents the right to express a preference it does not guarantee a place in a particular school.

The law requires admission authorities to consider any reasons you give for your choice of preferred school, but your application will be assessed against the admission criteria (such as sibling link or distance from school). Other reasons you may give cannot generally override this. Some schools give priority for admission to children of staff (check the policy of the school). Please tick the box next to the school name if this applies.

## **Section 8 - Siblings**

- Siblings - please identify if you have an older child at any of your preferred schools or partner junior schools.

## **Section 9 - Declaration**

The form must be signed and dated by a person with parental responsibility for the child, confirming that you have read the booklet and notes of guidance. Unsigned forms cannot be accepted and will be returned.

**The form MUST be received in the School Admissions office by 15 January 2025:  
School Admissions, Essex County Council, County Hall, Market Road, Chelmsford CM1 1GS**

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# Primary School Application Checklist

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## HAVE YOU?

Considered which schools you prefer by:

visiting?

looking at their brochure and website?

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Considered how your child will get to and from school and read all the Education Transport Policy information?

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Completed your application form and returned it to School Admissions to be received in their office by 15 January 2025?

The date that School Admissions stamp on your application will be taken as the date of receipt. Therefore remember to leave 3 working days for post.

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Received your acknowledgement within 10 working days of sending your application form?

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Lodged any appeal you wish to make within 20 school days of receiving your offer?

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Note: Deadline 20 May 2025.

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