

Mid-Year Admissions

Admissions Policy

You can apply to change your child's school during the school year. This is called a mid-year admission.

Application forms are available on Essex County Council's Website which can be found [here](#), paper copies are also available from Stewards Academy's reception.

All applications must be submitted with the relevant original supporting documents (please see below) - photocopies of these documents will be taken at reception.

Applications must be submitted **in full** including the 3rd page which is to be completed by the previous/current school, where applicable.

During busy periods, and in line with Essex County Council guidelines, applications can take up to 15 school days to be determined.

All applications will be acknowledged via email, as long as one has been provided.

Passport/Proof of Residency

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.

Support

For further information, or support please contact Miss Webb our Admissions and Census Officer at admissions@stewardsacademy.org or Essex County Council Admissions, admissions@essex.gov.uk, Telephone Number: 0345 603 2200