

Please consider carefully the following information before making an In Year school transfer application

The decision to change schools during the school academic year is a serious step to take and it is important to consider whether transfer is really the best option.

Moving House - If a move of school is unavoidable e.g. due to a house move, the School Admissions Team will be able to inform you about the availability of school places in the area. Parents/carers should note that admission authorities cannot guarantee a place for any child at the preferred school, even if you are moving into the area. You can contact the Team at admissions@cheshirewestandchester.gov.uk or telephone 0300 123 7039.

Dissatisfied with current school - If you are experiencing problems at your child's current school, moving to a new school may not mean that a problem is resolved. It is strongly recommended that you talk to your child and staff at the current school to discuss your concerns and look to resolve outstanding issues.

Bullying - You may think that a change of school is necessary because you feel that your child is being bullied. All schools have anti-bullying policies, you need to inform the school immediately to discuss your concerns further.

Behaviour issues / Poor attendance - If you feel that a change of school would improve your child's behaviour and/or attendance. Schools can often offer support or refer you to relevant services that can assist you in attempting to resolve any underlying issues.

Pupils in Years 9, 10 and 11 - It is important to be aware that a new school may not be able to exactly match the pupil's existing curriculum commitments and a change of school during a school year can seriously impact upon a pupil's educational outcomes. Not all schools offer the same subjects at examination level and this should be explored with your preferred school. The same will apply to advance courses in years 12 and 13 (sixth form).

Getting your child to school - When considering changing your child's school or if moving into the area you need to consider carefully how your child will travel to school. Parents/carers have a responsibility for getting their child to school. In order to qualify transport assistance certain conditions have to be met. Further information regarding the entitlement to home to school transport can be found at: www.cheshirewestandchester.gov.uk/schooltransport

Children with a statement of special educational needs or an education health and care plan – Where your child has a statement of educational needs or an education health and care plan, applications are considered separately, please contact the authority's SEN Team on 0300 123 8123 or email senteam@cheshirewestandchester.gov.uk

Application for an In Year School Transfer

SECTION 1 – Reason for your application

1. Moved into Cheshire West and Chester ☐
2. Moving to another area within Cheshire West and Chester ☐
3. Not moving, but wanting a new school ☐
Please ensure you have read the notes accompanying this application form

SECTION 2 – Child's details

Child's Legal Forename(s): Male: ☐ Female: ☐

Child's Legal Surname:

Date of Birth:

Current Year Group:

Child's Current Home Address:

Postcode:

If this application is the result of a house move please provide the new address and expected date of move:

Postcode:

Date of moving:

Is this child in the care of a local authority? Yes ☐ No ☐

Has the child previously been in the care of a local authority but has since been adopted (or become subject to a child arrangements order or special guardianship order)? Yes ☐ No ☐

If yes to either of the above questions please provide the name of Social Worker and contact details below

Are you a returning Service/Crown Servant family*? Yes ☐ No ☐

*If this application is accompanied with an official government letter which declares a relocation date and a Unit postal address or quartering area address, a school place can be secured in advance of the relocation.

SECTION 3 – Your child's current/previous school details

Name of current school / last school attended:

Date last attended if not currently attending:

Reason for leaving:

If you are requesting a school transfer because your child is experiencing difficulties, your child must continue to attend their current school until an alternative school place has been secured.

Please refer to the accompanying notes to this form and provide information relating to the steps you have taken to resolve these difficulties

Are/were there any attendance related difficulties at this or any other school?

Yes

No

Does this child have any exclusions (fixed or permanent) at this or any other school?

Yes

No

Are/were there any behavioural issues at this or any other school?

Yes

No

The Code specifies priority groups under section 3.15 of the School Admissions Code:

- children from the criminal justice system or Pupil Referral Units who need to be re-integrated into mainstream education;
- children who have been out of education for two months or more; children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- children who are homeless;
- children with unsupportive family backgrounds for whom a place has not been sought; children who are carers; and
- children with special educational needs, disabilities or medical conditions (but without a statement or Education, Health and Care Plan)., please indicate whether you identify with any of the above, if so please specify below

Please indicate below any other agencies currently involved with this child:

ESAT

PRU

YOS

Education Access Team

CAMHS

Other - Please give details:

Social Services

SECTION 4 – Details of preferred school

Name of School you wish to apply for:

Reasons why this is your preferred school:

Date School Place required:

Please note, this date **must** be within 20 school days.

Details of sibling attending the preferred school (if applicable)

Name of brother/sister

Date of birth

Current year group

Complete the following if you are applying for a Catholic or Church of England School

Has the child been Baptised Roman Catholic? (If applicable)

Yes

☐

No

☐

I have attached the supplementary information form required as specified in the admissions criteria (if applicable). Please tick box to indicate documents attached:

☐

SECTION 5 – Details of applicantTitle: Forename: Surname:

What is your relationship to child:

Mother Father Other Please state below:Step-parent Foster Parent Other Relative Social Worker

Address if different to child:

Postcode:

Daytime telephone number: Email Address: Do you have parental responsibility for this child: Yes ☐ No ☐If **No**, what is your responsibility for this child?

In the case where parents have shared 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.

Declaration:

The information provided on this application form will be used to ensure that the council's records are correct. It may also be shared with other agencies and service providers to ensure that the child receives an appropriate service.

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 and my child's current/previous school in order to validate this application.

Signed: Date: **PLEASE SEND YOUR COMPLETED APPLICATION FORM DIRECTLY TO THE SCHOOL**