

# In Year Transfer Application Form



You must read the **In Year Transfer - Information Booklet for Parents before applying**. Section 7 of this form **must be** completed by your child's current/last school before submitting, unless you are relocating from overseas. Incomplete application forms will not be processed.

Please be aware that we do not process in-year applications for **King's Leadership Academy**. If you wish to apply for a place at the school, please contact the school direct.

## Section 1 - Child's details

Surname:

First name:

Child's date of birth:

Child's gender:

Male

Female

Child's current address:

Postcode:

How long has the child lived at this address?

Years

Months

Does the child have a statement of special educational needs/Education, Health & Care Plan?

Yes

No

Is the child in care?

Yes

No

If yes, to which Local Authority?

Has the child formerly been in care?

Yes

No

If yes, you will need to provide a copy of one of the following, to be considered under this criteria

Adoption Certificate

Special Guardianship Order

Child Arrangement Order

Is the child a Refugee/Asylum Seeker?

Yes

No

If yes please give NASS number

Is the child a carer?

Yes

No

Is the child known to the criminal justice system?

Yes

No

## Section 2 - Reasons for your application

Relocation from overseas\*

Yes

No

Where from?

What is your nationality?

House move into or within Warrington\*

Yes

No

If you are moving to (or within) Warrington please insert the address details of where you are moving to:

Postcode:

Date of move:

Bullying / unhappy\*\*

Yes

No

Have you discussed your reasons for moving schools with your child

Yes

No

\* If you are moving into or within Warrington you should provide proof of your new address. Acceptable proof would be a signed tenancy agreement (minimum of 6 months tenancy will be accepted), a copy of the exchange of contracts or a council tax/utility bill.

\*\*If your reasons are due to bullying or that your child is unhappy at school, you are strongly advised to discuss your concerns with your child's current school. A school move may not necessarily resolve any problems relating to these issues

### Section 3 – Current School Details

Name of current school:

Address if not a Warrington school:

Postcode:

Date Started :

Is the child still in attendance at the above school?

Yes

No

If no, please give last date attended

How many schools has your child attended in the last 12 months:

Name all previous schools attended – please put most recent school first

School:

Date From

Date To

Address:

Postcode:

Reason for leaving:

School:

Date From

Date To

Address:

Postcode:

Reason for leaving:

School:

Date From

Date To

Address:

Postcode:

Reason for leaving:

**Section 4 – School Preferences** Please state your preferences and provide reasons for applying i.e. sibling already attending, medical, ease of travel, distance, social or faith (please state name of sibling already in attendance at the school).

1.

Name and date of birth of sibling if applicable:

Reason:

2.

Name and date of birth of sibling if applicable:

Reason:

3.

Name and date of birth of sibling if applicable:

Reason:

**Section 5 - Applications for faith schools only**

If any of your stated preferences are for a faith school you may need to complete the school's supplementary form **as well as this form**, and return it to the school by the date they request.

Is your child Baptised Catholic    Yes     No     Church of Baptism

Date Baptised    Church Parish of residence

Is your child Baptised Christian    Yes     No     Church of Baptism

Date Baptised    Church Parish of residence

Is your child of another faith    Yes     No     Please state

The school may carry out additional checks and proof of baptism or a letter from an appropriate minister of religion may be required.

## Section 6 – Applicant Details

Mr/Mrs/Miss/Ms First name:

Surname:

Does the child live with you?

Yes

No

If no, please give your address:

Post code:

Please state your relationship to the child?

Mum

Dad

Sibling

Grandparent  Other (please specify)

Do you have parental responsibility for the child?\*

Yes

No

Is the child privately fostered by you Yes  No

Is the child an exchange student

Yes

No

\*For births registered in England and Wales, parental responsibility is automatically given to the child's mother from birth. A father will have child's parental responsibility if:

- He was married to the child's mother when the child was born (even if later divorced or separated)
- The child was born after 1 December 2003, and he is named on the birth certificate
- If a parental responsibility agreement is obtained from a court or by agreement with the mother

### Parental Declaration

I can confirm that all of the information I have given on this form is correct and up to date and understand that if I have deliberately given false information, the offer of a school place may be withdrawn.

I understand that you will share the information with the schools on this form and, if different, the allocated school.

I understand that Section 7 of the form must be completed by my child's current school before submitting.

I have enclosed proof of address ( if required).

Signature:

Date:

Home telephone number:

Mobile:

Email:

### The Completed application form should be returned to :

The School Admissions Team, East Annexe, Town Hall, Sankey Street, Warrington, WA1 1UH.

Or alternatively you can scan a copy of the form to [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk)

**Please do not send photograph's of the completed pages as the form may need to be reproduced.**

### Transport to school

Please do not confuse the right to express a preference for a school with an entitlement to travel assistance. Please note that if your application is successful there will be no assistance with transport unless your child qualifies under the terms of the School and College Transport Policy.

## Section 7

**This section must be completed by the child's current or last school attended.**

**There is no requirement to complete section 7 if you are relocating from overseas.**

### Notification of Request for an In Year Transfer

This section **must be** completed by the designated In-Year Admissions Lead (IAL) at the child's current school.

This section is used to help assess whether the child's application is processed through the Fair Access Protocol. Please provide as much detail as possible, bearing in mind what information you would wish to know if the situation were reversed and the application was for your school.

Please be aware that applications will not be processed without a completed Section 7 and incomplete application forms will be returned.

#### Form completed by:

Has a discussion taken place with parent/carer to ensure that you have exhausted all possibilities of the child remaining at your school?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name:		Position:	
Tel Number:		Email address:	
Signature:		Date:	

<b>Section 7</b> <b>(to be completed by current or last school attended) Please ensure that all sections are fully completed</b>			
Child's first name:		Child's surname:	
Date of Birth:		Year Group:	
Name of current school:		Date last attended:	
Is the child still on roll at this school?		Yes	No <b>please circle</b>
Is the child in Care?		Yes	No
If yes to which Local Authority? _____			
Is the child Formerly in Care?		Yes	No
Does the child have an Education, Health and Care Plan?		Yes	No
a. Is the child subject to a Child in Need Plan or has been subject to a Child in Need Plan within the last 12 months?		Yes	No
b. Is the child subject to a Child Protection Plan or has been subject to a Child Protection Plan within the last 12 months?		Yes	No
c. Is the child currently residing in a refuge?		Yes	No
d. Is the child from the criminal justice system?		Yes	No
e. Is the child in alternative provision and needs to be reintegrated into mainstream education?		Yes	No
f. Has the child been permanently excluded?		Yes	No
g. Does the child have special educational needs, disabilities or medical conditions (but does not have an Education, Health and Care Plan)?		Yes	No
h. Is the child a carer?		Yes	No
i. Is the child homeless?		Yes	No
j. Is the child in formal kinship care arrangements?		Yes	No
k. Is the child part of a Gypsy, Roma, or Traveller community?		Yes	No
l. Is the child an asylum seeker or refugee?		Yes	No
m. Has the child been out of education for four or more weeks? This does not include circumstances where a suitable place is already allocated or has been offered to a child and has not been accepted.		Yes	No

**Attendance**

This academic year      % attendance            % unauthorised absence     

Has your attendance officer been involved?      Yes      No

Does the child have Challenging Behaviour? \*      Yes      No      If yes, please provide more detail in box below

\*Behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency, or duration that it is beyond the normal range that schools could tolerate. Such behaviour would be expected to significantly interfere with the pupil's/other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment.