Staffordshire County Council

Please read the following information very carefully before making an application to change schools

Admission to a School other than the Normal Age of Entry (In-Year Admission)

The application form should **NOT** be used to apply for school places for children with an Education Health Care Plan (EHCP). You should contact the SEND Assessment and Planning Service for advice on telephone **0300 111 8007** if this applies.

THE COMPLETED APPLICATION SHOULD BE SENT TO YOUR PREFERRED SCHOOL IN THE FIRST INSTANCE

IMPORTANT: -

The decision to change schools during the school academic year can sometimes have a negative effect upon a child's education and therefore it needs to be considered very carefully. In all cases a child should not be withdrawn from formal education before an alternative school place is secured.

Please consider carefully the information below before deciding whether or not to apply for a transfer between local schools for reasons other than a house move. ***Moving school without confronting the issue may help in the short term but in the long run it may not help your child.***

- **Dissatisfaction**. Make an appointment to explain and discuss your concerns with your child's Head of Year and /or Headteacher. They may not be aware of your concerns and it may not be in your child's best interests to change school. Issues can often be resolved.

- **Non-School attendance**. Schools can often offer support or signpost you to relevant agencies that can assist you in attempting to resolve any underlying issues relating to poor attendance.

- **Behaviour issues**. Some parents/carers want to change schools because they that think their child's behaviour will improve with a change of school. It is more important for everybody to work together in trying to address and resolve the difficulties that are causing the poor behaviour. Changing schools should not be used as a way of avoiding a suspension or a permanent exclusion unless this is a managed process agreed by both schools.

- **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, and, as such, if you think your child is being bullied you need to tell the school immediately to discuss your concerns further.

- **Years 9, 10 and 11**. Parents whose children are in Years 9, 10, 11 need to be aware that a new school may not be able to exactly match a child's existing curriculum commitments and a change of school during a school year can seriously impact upon a child's educational outcomes. Not all schools offer the same subjects at examination level and this should be explored with your preferred school.

- **Special Educational Needs**. If you are concerned that your child's special educational needs are not being met you may find it useful to contact SEND IASS – Staffordshire Family Partnership for independent advice and support on telephone: **01785 356921** email: sfps@staffordshire.gov.uk

Any parent requiring support with the in-year application process is asked to contact the Customer Contact Centre in the first instance on **0300 111 8007** or email admissions@staffordshire.gov.uk

Moving into an area during the year
The law enables parents of children seeking a school place to express a preference. The School Admissions team will be able to give you indicative information about the availability of school places in the area. Parents should note that admission authorities cannot guarantee a place for any child at their preferred school, even where they move into the schools catchment area. You can check for your catchment area school at: **School Search - Staffordshire County Council**

Admission Arrangements
For details of individual school admission arrangements please visit the particular school website or the **County Council website.**

Making a Preference
This application form should only be used to apply for school places in Staffordshire and should be **sent directly to the preferred school**. This includes Academies, Foundation, Trust Schools, Catholic Schools or Church of England Aided Schools. If you wish to apply for a school place in another area please contact the school for details of how to apply. **Parents are advised to either visit the preferred school or to have an initial discussion with the headteacher regarding their reasons for choosing the school to ensure that the school feel that it is in the child's best interests to be admitted.**

It is important to note that transport will only be provided in line with the county council's transport policy and usually is only provided if your child is attending "the nearest school with vacancies" – if you are unable to obtain a place at a local school and wish to enquire about vacancies at alternative school or your eligibility for home to school transport please email admissions@staffordshire.gov.uk

Applications for Siblings
Please be aware that if you are applying for more than one child to change school, it may not be possible for your preferred school to admit any or all of the children. In such circumstances any offer of a school place will be for the child named and will not give the other children any priority for admission as a sibling link.

Getting Your Child to School – Home to School Transport
Parents have a responsibility for ensuring that their child/ren attend school. When considering changing your child's school or if moving into the area you need to consider very carefully how your child will get to school as your child will only qualify for transport assistance in accordance with the county council's **home to school transport policy.**

Free School Meals
If you are claiming free school meals for your child and your application to change school is successful, you will need to notify the free school meals service of your move. Further information can be found at **www.staffordshire.gov.uk/freeschoolmeals** or by emailing **freeschoolmeals@staffordshire.gov.uk** or telephone **0300 111 8007.**

How to Appeal
If it is not possible to agree to your request for a school place, you have the right to appeal to an Independent Appeals Panel. Information on the independent appeals process will be provided (if necessary) when you receive the outcome of your application.

Contact Details
Our website contains useful information **www.staffordshire.gov.uk/admissions**

If you have any queries about the school admissions process please contact the Customer Contact Centre in the first instance on 0300 111 8007 or email **admissions@staffordshire.gov.uk**

School Admissions and Transport Service, 1 Staffordshire Place, Tipping Street, Stafford ST16 2LP

Staffordshire County Council

Application for Admission to a School other than at the Normal Age of Entry (In Year Admission)

This form should NOT be used to apply for school places for children with an Education, Health and Care Plan (EHCP) – see guidance notes

SECTION 1 – Reason for your application – please complete one form per child

Please answer YES to the reason for your application:

1. Moved into Staffordshire
2. Moving to another area within Staffordshire
3. Not moving, but wanting a new school

Please ensure that you have read the notes accompanying this application form

SECTION 2 – Your child's details

Child's Legal Surname: Gender:

Child's Legal Forename(s):

Date of birth: Current Year Group:

Child's Current Home Address and Postcode:

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

Child's New Address:

Expected date of move:

Please answer Yes or No to the following questions:

*Is this child in the care of a local authority?

*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?

*If yes to either of the above questions please provide the name of Social Worker and contact details below and ensure that a copy of the completed application form is also emailed to school.admissionsteam@staffordshire.gov.uk at the same time that it is sent to the preferred school.

Staffordshire County Council

**Are you a returning Service/Crown Servant family? ☐

**If an application for an in-year place is accompanied by an official MOD, FCO or GCHQ letter declaring a relocation date we will arrange for confirmation of a school place in advance of the relocation.

SECTION 3 – Your child's current school or last school attended

Name and address of current school or last school attended:

Date last attended if not currently attending:

Reason for request to change 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.

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

Please answer Yes or No to the following questions:

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

Has your child received any exclusions (fixed or permanent) at this or any other school? ☐

Please detail in the box below the names and contact details of any outside agencies currently involved with this child. For example social worker, CAMHS, behaviour support, local support teams or similar. Please attach a letter of support to your application if applicable.

You should note that if you do not disclose relevant information where applicable this **may** delay your application being processed.

Staffordshire County Council

SECTION 4 – For requests to transfer between local schools parents/carers should arrange to have this completed by the child's current headteacher. Failure to do so <u>may</u> result in the outcome being delayed.

I confirm that the parent/carer has discussed with me the reasons for a transfer and

I agree ☐ I disagree ☐ with the parent/carers comments in Section 3.

I agree ☐ I disagree ☐ that a school transfer would be in the best interest of the child for the following reasons:

Key Stage 4 - Please provide details of all subjects that are currently being studied along with the relevant examination boards

Has this child

- received any suspensions at your school? Yes / No
- previously been subject to a managed move or off-site direction? Yes / No
- been known to the local SEND and Inclusion Hub (or equivalent)? Yes / No

Are there any known (current or previous) safeguarding concerns? Yes / No

What is the % attendance this academic year / last academic year?

If yes to any of the above, please provide dates/brief information and contact details for the relevant member of staff in this box.

Signed: Date:

Name (please print):

Position within School:

Contact number and email address:

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SECTION 5 – Preferred School

Name of preferred school:

You should have made every effort to make contact with the relevant member of staff at the above school before submitting this application to minimise the opportunity for unnecessary delay.

Getting Your Child to School - When changing your child's school you need to consider very carefully how your child will get to school as your child will only qualify for transport assistance in accordance with the county council's **home to school transport policy**. **In most cases, this means if you live over walking distance and your child attends the nearest school with a place available.**

Please provide the reasons below why this is your preferred school:

Details of elder brother or sister attending preferred school if applicable

Name of Brother/Sister	Date of Birth	Current Year Group

Complete the following information if you have named a Catholic or Church of England School above.

I have attached the additional information required as specified in the admissions criteria of my preferred Catholic or Church or England /Aided School (please tick box to indicate documents attached): ☐

Has your child been Baptised a Catholic? Yes ☐ No ☐

If Yes, a copy of the baptismal certificate **should** be enclosed with this form.

If the above information and baptismal certificate are not supplied it will cause a delay in processing your application and may affect the outcome.

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SECTION 6 – Details of Parent/Carer making this application

Name:

Parent/Carer address: (including postcode) at time of application.

Daytime Telephone Number

Email Address:

YOUR CONSENT:

I agree that the information provided on this application form will be used in accordance with Data Protection Legislation to ensure that the local authority's records are correct and that my application for school can be processed. It may also be shared with other agencies and services in the local authority including; the schools you have requested and are allocated, members of an independent admission appeals panel, child health services, local support teams, other local authorities, and any other relevant agencies to ensure that your child and family receives an appropriate service from the local authority. The full Data Protection statement can be found on our website www.staffordshire.gov.uk/admissions

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 could lead to the withdrawal of an offer of a school place for my child. I also give my consent for the School Admissions to contact relevant agencies in order to validate this application for a school place and to ensure that it is processed in line with relevant legislation.

I give consent to the local authority to use and keep my data in relation to this application. Please be aware that if you do not consent to the use and retention of your information it may affect our ability to process this application.

Signed: Date

What is your relationship to this child:

Do you have parental responsibility for this child? If **No** please provide name and contact details of person with parental responsibility below:

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 try to ensure that this is the case. We are not in a position to intervene in parental disputes over school applications.

If you are caring for someone else's child for more than 28 days and are not an immediate relative you may be private fostering and it is a legal requirement that you contact **0300 111 8007** select option 1, then 3 **www.fosterwithstaffordshire.co.uk**

THE COMPLETED APPLICATION SHOULD BE SENT TO YOUR PREFERRED SCHOOL IN THE FIRST INSTANCE