Herefordshire Council – Children's Wellbeing Directorate

In Year Transfer Application Form

(Admission to school other than at the normal point of admission)

Important notes to be read before filling out the In Year Transfer Application Form

Transferring Schools

Parents should give thorough consideration to any application to transfer schools. It is important to research a transfer properly before applying because it is recognised by education professionals that a school transfer is a significant challenge for your child.

It is important for parents to visit the school or schools you have an interest in beforehand. This visit may influence your decision about which school(s) to apply for. Please note however that although formal interviews are not part of the admissions process it is important for you to discuss with school staff any issues that you feel are significant, or that the school will need to address in the event that a place is offered following an application. Information about local schools including contact details is available on the internet via www.herefordshire.gov.uk/education-and-learning/schools/directory. Alternatively contact the School Admissions Office on 01432 383168, or schooladmissions@herefordshire.gov.uk

The availability of vacancies in the relevant Year Group at a school will have a significant bearing on the outcome of any application. Limited vacancy information is available from the School Admissions Office, up to date information can be provided by the school itself.

The outcome of your application will be communicated to you by the Admissions Authority for the school following receipt of a completed application. Where vacancies are limited and more applications are received than places available, the places will be allocated by means of the over-subscription criteria for the school published in the Information for Parents Booklet available on the Herefordshire Council Website.

School Transport

Parents should think about how their child will get to school. Free School Transport is only provided in specified circumstances. Please consult the transport section of the Council's website, here you will find information about entitlement to school transport, and a downloadable application form. Alternatively please contact the transport section on 01432 260924 who will assist you further.

Procedure required from the parent when completing the In Year Transfer Application Form

If you decide to make a formal request for transfer, please complete the In Year Transfer Application Form over leaf making sure that your current school completes section 6 before submitting to your preferred school.

All standard applications will be processed within 10 schools days, provided that all sections are completed.

In Year Transfer summary of procedure

- Parent / Guardian determines preference school by visiting or researching local schools. Parent / Guardian and current school completes application.
- Parent / Guardian submits application to preferred school (Please copy to School Admissions if you are submitting an electronic copy)
- The Admissions Authority for the school informs parent / carer of the outcome within 10 school days assuming the application is straightforward. The decision will be communicated to you by e-mail unless you specify that you require a formal letter by post.
- Some schools act as their own Admissions Authority and administer their own In Year Transfers. The school will deal with your application directly.
- If application is not straightforward the Head teacher of the school may advance the application to the Local Authority for consideration under the In Year Fair Access Protocol - a decision will be made within 20 school days of referral.
- If refused a place at your preferred school you will be offered the opportunity to appeal against the decision. How to appeal will be detailed in the outcome notification letter.

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(Other than at normal time of admission)

Please read attached guidance notes before completing

1 - Pupil details

Surname	Forename(s)	Nationality*
Date of Birth	Gender (please tick) Male ☐ Female ☐	
Current Address	Please tick box if you prefer not to receive an e-mail notification of the outcome of your application ☐	
New Address (if moving)	Date due to Move	
E-mail Address	Contact telephone number	

2- Please state schools that child has attended starting with current school.

Name of school (Please add school contact telephone number if known)	date started	date left

3- School Preference

	Date school place required

4- Please indicate the reason for your request for a transfer to another school

☐ Moving House / Moved House (please indicate approximate date)

☐ Other (please comment, e.g. UK Service Personnel posting)

Are you looking after this child on behalf of the parent or guardian?
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 the local authority on 01432 260800

5 - Details of person making the application : please note that all parties with Parental Responsibility should agree to the transfer before the submission of the application. In the event of a dispute between parties where no agreement can be reached about the preference school and a court order cannot be obtained within the published processing time Herefordshire Council will apply the following policy for application to schools for which it is the Admissions Authority: The application will be processed where access to the current school is impractical, and where available a place will only be offered on a temporary basis until such time as a court order determines an outcome.

Title Mr / Mrs / Miss / Ms / other	Forename	Surname

Relationship to pupil *	Do you have Parental Responsibility for this child (please tick) Yes ☐ No ☐

* Mother, Father, Step-Parent, Social Worker, Foster Parent, or other relative (please state)

THE DECLARATION

I declare that the information on this form is correct I have read the conditions stated on the Important Notes (page enclosed with this form). I understand that a place maybe lawfully withdrawn if it is proved to have been offered on the basis of fraudulent or misleading application.

Signed Print Name Date

*__Nationality__ Please note where a child does not hold either UK citizenship or a European Economic Area passport it will be necessary to present either your child's passport demonstrating the UK Entry Clearance stamp, or a Biometric Residence Permit before your application can be processed

The Admissions Authority for the preference school (i.e. Herefordshire Council for Community and Voluntary Controlled schools or the school itself for Academy, Voluntary Aided and Free schools) is the Data Controller under data protection law and will use the information you provide on this form in order to process your school admissions application. The legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying the Admissions Authority.

We will keep your data for seven years. Your information will be shared with your Preference school/the School Admissions Office and the In Year Fair Access Panel where referred in order to provide you with the service.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office https://ico.org.uk/

Information you provide will only be used for the stated purpose.

6 - This section to be completed by the child's current school (required where the child is moving from a UK maintained school). The application could be delayed if this section is incomplete.

In which Year Group is the child currently accommodated? …….

Additional Needs (Behaviour, Learning, Access): please provide details, including any support school currently provides/adjustments that school has made for the child (e.g. EHCP, IEP or PSP)

……..

……..

Attendance (%)……..:

Authorised absence figure (sessions) ……

Unauthorised absence figure (sessions) ……

Is the child supported by other agencies? (e.g. is there a current or previous CAF, CAMHS or Social Work professional involvement etc. – please provide contact names)

……..…….

……

Is the child in receipt of Pupil Premium? Please provide details.....

Please provide details of any formal exclusions:

……

Where no move of house has taken place: Has the child previously transferred schools (please provide details)? Has school discussed the reason for transfer with the parent?

……..

……..

……..

Children Attending High School

Behaviour Report: High Schools please attach child's behaviour record. (tick box) ☐

Course Subjects: High Schools please attach details of options subjects and exam boards for children who have commenced GCSE or equivalent courses (tick box) ☐

School Contact

School Contact Name and position……

Contact Telephone number……..

Date……..

:

7 - This section to be completed by the preference school and submitted to Herefordshire Council School Admissions Office via secure file transfer.

Decision:

☐ **Place offer**

☐ **No offer – Year Group Full**.

☐ **No offer – Refer to In Year Fair Access**

Comment:

……

……

School Contact

Contact Name……

Position/role……

Contact Telephone number……..