

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

This information and accompanying application form is intended for the use by **Staffordshire residents only**. If you **reside outside of Staffordshire** please contact your own Local Authority for advice.

Please read these notes carefully and retain these notes for your records

Where an application is being made to an **Academy, Foundation, Voluntary Aided, Trust School or a school in another Local Authority area** it is essential that you check whether or not you need to also complete a supplementary application form as some schools may require additional information in order to assess your application.

This form should **NOT** be used to apply for school places for children with a Statement of Special Educational Need (SEN).

You should contact your SEN Assessment Officer for further advice.

If your request for a transfer of school is for any of the reasons listed below, you should not complete this form until you have taken the steps indicated below:

Possible Reasons	Steps You Should Take
Dissatisfaction	Discuss your concerns with the Headteacher.
Attendance issues	Sit down with your child to find out why he/she is not attending the school. Talk to the teachers who teach your child, to find out if she/he is worried about certain subjects. Contact the school Education Welfare Officer for advice.
Unresolved issues	Talk to your child's teachers, Tutor or Head of Year to make sure they are aware of the situation. Make an appointment to speak to the Headteacher.
To avoid exclusion	Talk to your child's teacher, Head of Year or the Headteacher. Check if your child has a 'Pastoral Support Plan' or has been identified as having special educational needs (see below). Ask for a review of the 'Pastoral Support Plan'/Individual Education Plan.
Educational Needs	Talk to the teacher in charge of Special Needs (SENCO) at the school Contact the Parent Partnership Service.

Please ensure all sections of the application form have been completed before returning it to the School Admissions and Transport Service.

Important Note:-

The headteacher of your current school **must** complete Section 4, if it is not completed it **will** cause a delay in dealing with your application.

School Admissions and Transport Service Web Site Address:

www.staffordshire.gov.uk/education/admissions



Please read these notes carefully and retain for your records

Moving into an area during the year

The law enables parents of children seeking a school place to express a preference. 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. If you are unsure which is your catchment area school, you can check this at: www.staffordshire.gov.uk/localview/ or contact the School Admission and Transport Service on 01785 278593.

Allocation of Places

The Authority's policy for allocating available places is essentially the same as for admission at the normal age of entry - see Information for Parents booklet for the admissions criteria or www.staffordshire.gov.uk/education/admissions/admissioncriteria/

Making a Preference

This application form should only be used by **Staffordshire residents** to apply for school places, this includes schools in other Local Authority areas, Academies, Foundation, Trust Schools, Catholic Schools or Church of England Aided Schools. If you are in any doubt about which schools you can apply for using this form please contact the School Admissions and Transport Service on 01785 278593. **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 can meet their child's needs.**

Applications for Siblings

Admission to a Community or Voluntary Controlled School, which is not the catchment area school, does not guarantee admission of brothers and/or sisters. 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 would not give the other children any priority for admission as a sibling link.

Getting Your Child to School

When considering changing your child's school or if moving into the area you need to consider very carefully how your child will travel to school. Parents have a responsibility for getting their child to school. In order to qualify for transport assistance certain conditions have to be met, for example whether your child will be attending your catchment or nearest school. Further information regarding the entitlement to home to school transport can be found on the website at:

www.staffordshire.gov.uk/schooltransport

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.

Helpline

Our website contains useful information www.staffordshire.gov.uk/education/admissions

If you wish to discuss the school admissions process please contact the School Admissions and Transport Service on **01785 278593** or email admissions@staffordshire.gov.uk

Address for return of completed form:

School Admissions and Transport Service, Tipping Street, Stafford. ST16 2DH
or email to admissions@staffordshire.gov.uk

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

This application form should only be used by parents of children who are resident within Staffordshire. Please read the attached notes before completing this form.

This form should NOT be used to apply for school places for children with a Statement of Special Educational Need (SEN).

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

- | | |
|---|--|
| 1. Moved into Staffordshire <input type="checkbox"/> | 3. Not moving, but wanting a new school <input type="checkbox"/> |
| 2. Moving to another area within Staffordshire <input type="checkbox"/> | 4. Moving to another authority area <input type="checkbox"/> |

SECTION 2 – Your child’s details

Child’s Legal Surname: Male: Female:

Child’s Legal Forename(s):

Date of birth:

Current Year Group:

Child’s Current Home Address:

Postcode: (You must supply so that we can assess your application)

If this application is the result of a house move, or if your family is a returning Service/Crown Servant family please provide the new address and expected date of move below:

Child’s New Address:

Postcode: (You must supply so that we can assess your application)

Expected date of move:

Do any of the following apply to this child?

Is the child in Public Care*? Yes No If yes which Local Authority

* Children in Public Care are those living with foster carers, resident at a children’s home, on a court order, remanded in care or ‘accommodated’ i.e. in care at parents request

Is this child a Refugee or Asylum Seeker? Yes No

Is this child from a returning Service or Crown Servant family? Yes No (see below)

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 details

Name of current school or last school attended:

Date last attended if not currently attending:

Reasons for leaving:
or reasons 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.

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

If you have answered Yes to the above questions, please provide details below.
Please also include the names and contact details of any outside agencies currently involved with this child, for example Social Worker; CAMHS; Education Welfare Officer, and attach a letter of support if applicable.

Please note that if you do not disclose additional information where applicable this **will** delay your application being processed.

SECTION 4 – Parents/carers must send this to the headteacher of the child’s current school. Failure to do so will result in the application being delayed.

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

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

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

Please include any other information which you believe is relevant to this application, for example, for year 10 and year 11 applicants which subjects are being studied.

Is this child subject to a Pastoral Support Programme / Plan? Yes/No If Yes - please attach a copy.

Is this child subject to an Individual Educational Plan? Yes/No If Yes - please attach a copy.

Is this child subject to a Common Assessment Framework? Yes/No If Yes - please attach a copy.

Signed:

Date:

Name (please print):

SECTION 5 – Preferred School(s) for your child

Please enter the name of your preferred school(s) and reasons for your application on the following pages. You are able to name up to 3 schools.

It is very important that you understand the admissions criteria for each of your preferences - for schools in Staffordshire these can be viewed at the following link:
www.staffordshire.gov.uk/education/admissions/admissioncriteria/

This will enable you to assess what order of priority will be given to each preference. The admissions criteria will also indicate whether you need to complete a supplementary form or provide additional supporting information for each of your preferences.

Where spaces are available, each of your preferences will be assessed against the schools published admission criteria. If a place can be offered at more than one of your preferred schools then you will be offered the school which is ranked highest on your list of preferences.

Name of Preferred School(s): If your preferred school is outside Staffordshire you must still include it on this form. (Continue your reasons on a separate sheet if necessary)

School Name:
I have visited the school or contacted the headteacher to discuss my reasons for choosing this school YES / NO
If NO - please give your reasons for not contacting the headteacher or visiting the school:
Reason for application

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 of 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 **must** 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.

Name of Preferred School(s): If your preferred school is outside Staffordshire you must still include in on this form. (Continue your reasons on a separate sheet if necessary)

School Name:

I have visited the school or contacted the headteacher to discuss my reasons for choosing this school
YES / NO

If NO - please give your reasons for not contacting the headteacher or visiting the school:

Reasons why this school can meet my child's requirements:

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 of 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 **must** 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.

Name of Preferred School(s): If your preferred school is outside Staffordshire you must still include in on this form. (Continue your reasons on a separate sheet if necessary)

School Name:
I have visited the school or contacted the headteacher to discuss my reasons for choosing this school YES / NO
If NO - please give your reasons for not contacting the headteacher or visiting the school:
Reasons why this school can meet my child's requirements:

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 of 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 **must** 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.

SECTION 6 – Details of Parent/Carer making this application

Title: Surname: Forename:

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

Daytime Telephone Number (s):

What is your relationship to this child:

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

Do you have parental responsibility for this child? Yes No

Should more than one parent have legal responsibility for this child, both parents must be in agreement regarding the school(s) requested.

If **No**, what is your responsibility for this child?

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 0800 1313126. Further information is available at www.staffordshire.gov.uk

Declaration:

Please confirm the child's eligibility for a place at a maintained school by stating the nationality of the applicant in this box

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 your child receives an appropriate service. The full Data Protection statement can be found in the Information for Parents booklets.

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 School Admissions and Transport Service to contact relevant agencies in order to validate this application.

Signed : Date:

Address for return of completed form:

School Admissions and Transport Service, Tipping Street, Stafford. ST16 2DH
or email to a copy of this form to: admissions@staffordshire.gov.uk