

IN-YEAR TRANSFER APPLICATION

PART ONE – TO BE COMPLETED BY THE PARENT/CARER



ROCHDALE
BOROUGH COUNCIL

SECTION 1 - PUPIL DETAILS

SURNAME		FORENAME(S)			
DATE OF BIRTH		MALE/FEMALE	YEAR GROUP		
ADDRESS					
HOW LONG HAS YOUR CHILD LIVED AT THIS ADDRESS?					
IS YOUR CHILD NEW TO THE UK?			YES	<input type="checkbox"/>	NO <input type="checkbox"/>
DOES YOUR CHILD SPEAK ENGLISH?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	SOME <input type="checkbox"/>
IF YOU INTEND TO MOVE HOUSE IN THE NEAR FUTURE, PLEASE PROVIDE DETAILS:					
NEW ADDRESS					
ANTICIPATED MOVING DATE					

SECTION 2 - PARENT/CARER DETAILS

SURNAME		FORENAME(S)			
TITLE	MR / MRS / MISS / MS / OTHER _____				
RELATIONSHIP TO CHILD					
DO YOU HAVE PARENTAL RESPONSIBILITY FOR THIS CHILD?			YES	<input type="checkbox"/>	NO <input type="checkbox"/>
HOME TELEPHONE NUMBER					
MOBILE TELEPHONE NUMBER					
EMAIL ADDRESS					
HOME LANGUAGE					
DO YOU SPEAK ENGLISH?			YES	<input type="checkbox"/>	NO <input type="checkbox"/>
				<input type="checkbox"/>	SOME <input type="checkbox"/>

SECTION 3 – PREFERRED SCHOOL

Where parents or carers have shared responsibility for the child, they must discuss and agree on the preferred school. Please state the name of the school at which you would like the child to attend below. Remember to check the Admission Policy of the school and whether or not a supplementary form is required to be submitted to support your application.

Supplementary Forms are available from the preferred school directly and must only request additional information that has a direct bearing on decisions made about oversubscription criteria. They must not request information prohibited in Section 1.9 and 2.4 of the School Admissions Code 2012.

PREFERRED SCHOOL NAME

PLEASE NOTE To avoid any unnecessary delays when processing your application; please refer to the List of Schools to ensure that you submit this form to the correct place.

ARE YOU APPLYING FOR THIS SCHOOL FOR RELIGIOUS REASONS?

☐

PLEASE STATE RELIGION:

You may need to complete an additional form or provide evidence of baptism or church affiliation as required by the school.

SECTION 4 – CHILD'S SCHOOL HISTORY

CURRENT/MOST RECENT SCHOOL NAME

LOCAL AUTHORITY

**TELEPHONE
NUMBER**

DATE LAST ATTENDED

Please note, the child should continue to attend at their present school until the transfer request has been completed.

PREVIOUS SCHOOLS

<i>PREVIOUS SCHOOL 1</i>		<i>LOCAL AUTHORITY</i>	
<i>DATE LAST ATTENDED</i>		<i>REASON FOR LEAVING</i>	
<i>PREVIOUS SCHOOL 2</i>		<i>LOCAL AUTHORITY</i>	
<i>DATE LAST ATTENDED</i>		<i>REASON FOR LEAVING</i>	
<i>PREVIOUS SCHOOL 3</i>		<i>LOCAL AUTHORITY</i>	
<i>DATE LAST ATTENDED</i>		<i>REASON FOR LEAVING</i>	

Please detail any other previous schools on a separate sheet and attach to this application.

SECTION 5 – REASONS FOR TRANSFER REQUEST

Please provide your reasons for requesting a transfer of schools. Continue on a separate sheet if required.

*If the request to move schools is submitted for reasons other than a house move where the child's current school is further than the statutory walking distance from the child's new address; you must ask the child's current school to complete **PART TWO** of this form before submitting this application.*

HAVE YOU MET WITH THE CHILD'S CURRENT SCHOOL TO DISCUSS THE REASON YOU WISH TO TRANSFER?

YES

☐

NO

☐

WITH WHOM HAVE YOU DISCUSSED THE TRANSFER?

HEAD
TEACHER

☐

DEPUTY
HEAD

☐

HEAD OF
YEAR

☐

CLASS
TEACHER

☐

OTHER

☐

DATE OF MEETING

OUTCOME OF MEETING (continue on a separate sheet if required)

SECTION 6 - SIBLINGS

Please provide details of any elder siblings who are currently attending your preferred school. A sibling should be a brother or sister, half-brother or half-sister, step-brother or step-sister living at the same address as the child for whom the application is being made. No priority is given to cousins or other relatives regardless of the address

NAME OF SIBLING	
DATE OF BIRTH	
SCHOOL ATTENDED	

SECTION 7 – ADDITIONAL INFORMATION

DOES THE CHILD HAVE A STATEMENT OF SPECIAL EDUCATIONAL NEEDS?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
IS THE CHILD LOOKED AFTER BY A LOCAL AUTHORITY? (often known as 'In Care')	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
IF YES, PLEASE STATE WHICH LOCAL AUTHORITY:				
<i>Applications for Looked After Children must be completed or endorsed by a Social Worker or someone who has parental responsibility for the child. Please refer to the guidance document for the placement of Looked After Children available from the Local Authority directly.</i>				
ARE THERE ANY SPECIFIC MEDICAL OR PSYCHOLOGICAL REASONS FOR THE CHILD TO ATTEND THE PREFERRED SCHOOL?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<i>If yes, please attach details and any supporting evidence from a hospital consultant, social worker or other relevant professional to this application.</i>				
DOES YOUR CHILD HAVE A CAF (COMMON ASSESSMENT FRAMEWORK)?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

SECTION 8 – OTHER AGENCY INVOLVEMENT

Are there any other Agencies or Services (e.g. Education Welfare Service, Social Services, CAMHS, Education Psychology, Sunrise) involved with the child? If so, please provide contact details below:

AGENCY	CONTACT NAME	CONTACT TELEPHONE NUMBER

SECTION 9 – FAIR ACCESS PROTOCOL

The Local Authority has a Fair Access Protocol in place to ensure that unplaced children, especially the most vulnerable are offered a place at a suitable school as quickly as possible.

This section is required to help the Local Authority to ascertain whether or not the Fair Access Protocol will apply to this application.

Has the child ever been Permanently Excluded from a school?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Is the child currently attending a Pupil Referral Unit?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Is the child not currently on a school roll? E.g. is new to the area or has been withdrawn from their previous school.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Does the child have a history of behavioural difficulties?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Does the child have a history of poor attendance?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Is the child currently on (or recently completed) a Youth Offending Order?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Has the child returned from custody or secure accommodation?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Has the child been out of an educational setting for more than one term?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Has the child moved to the Borough during Year 11 or after Easter in Year 10?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Are you seeking to transfer schools in Year 11 without a change of address?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Is the child on the Child Protection register or classed as a child in need?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Is the child a carer?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Does the child have Special Educational Needs (but is not subject to a Statement)?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Does the child have a disability or medical condition?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Is the child from a gypsy, Roma, traveller, refugee or asylum seeker group?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Is the child a child of UK Service Personnel or other Crown Servant?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

If the child meets any of the criteria within the Fair Access Protocol, the application will be referred to be considered at the next meeting of the Local Authority's Transfer Group. Meetings are held fortnightly during term time.

The Transfer Group is in place to establish whether or not the Protocol should be invoked when processing the application and to identify an appropriate placement for the child.

If the protocol is invoked, there is no requirement on an Admission Authority to comply with the parental preference when allocating a place (paragraph 3.11 - School Admissions Code 2012)

SECTION 10 – PARENT OR CARER DECLARATION

If your child has been attending a Rochdale Local Authority school or if you have not recently changed address, or your child's previous/current school is within the statutory walking distance of your home address, you must ask your child's previous or current school to complete Part Two of this application and return it to you for submission with this application. Failure to do so will delay the process.

I HAVE ATTACHED A COMPLETED PART TWO TO THIS APPLICATION:

YES

NO

I declare that all the information which I have provided on this application is true. I understand that any school place offered on the basis of intentionally misleading or fraudulent information may be withdrawn.

SIGNED:

DATE

If you have provided any additional information with this application, please state the number of additional sheets submitted:

SECTION 11 – DATA PROTECTION ACT

The Council maintains a Register Entry in respect of Education which includes the administration relating to pupils. Personal information provided on this form is treated in confidence and complies with the requirements of the Act. This information may be shared with schools and other Local Authorities.

Verification of Information – the Council may verify the information you have provided on this form which could involve contacting other departments of the Council who maintain appropriate records. In instances where the information provided is different from that held by them, they may use the information on this form.

SUBMITTING YOUR APPLICATION

PLEASE NOTE

Unless the request is submitted due to a house move or if your child is otherwise currently without a school place; if a place is available for your child at your preferred school, admission will normally be arranged for the beginning of the next half term.

If you are applying for a place at a Secondary School or a Community or Voluntary Controlled Primary School, your application should be submitted to the School Organisation and Development Team at this address:

Rochdale Borough Council
School Organisation & Development Team
PO Box 100
Rochdale
OL16 9NP
Telephone: 01706 925982
Fax: 0844 963 2309
Email: online.admissions@rochdale.gov.uk

If you are applying for a Voluntary Aided or Foundation Primary School or Academy, your application must be submitted to the school directly who will process your application and inform you of the outcome. Contact details for these schools are provided earlier on this application.