

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

**Please read the following information very carefully before making an application**

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

### **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 In all cases a child should not be withdrawn from formal education before an alternative school place is secured.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 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 fixed term 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 Staffordshire SEND Family Partnership for independent advice and support on telephone: **01785 356921** email: [sfps@staffordshire.gov.uk](mailto: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](mailto: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: [www.staffordshire.gov.uk/localview/](http://www.staffordshire.gov.uk/localview/)

## **Allocation of Places**

All Admission Authorities must use the same policies for allocating available places as for admission at the normal age of entry - see Information for Parents booklet for the admissions criteria or [www.staffordshire.gov.uk/admissions/admissionarrangements](http://www.staffordshire.gov.uk/admissions/admissionarrangements)

## **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.**

## **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**

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 at: [www.staffordshire.gov.uk/schooltransport](http://www.staffordshire.gov.uk/schooltransport)

## **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 change in circumstances. Further information can be found at <http://www.staffordshire.gov.uk/freeschoolmeals> or by emailing [freeschoolmeals@staffordshire.gov.uk](mailto:freeschoolmeals@staffordshire.gov.uk) 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](http://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 email [admissions@staffordshire.gov.uk](mailto:admissions@staffordshire.gov.uk)

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

## 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 a Statement of Special Educational Need (SEN) or an Education, Health and Care Plan (EHCP).

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

1. Moved into Staffordshire       3. Not moving, but wanting a new school   
 2. Moving to another area within Staffordshire       **Please ensure that you have read the notes accompanying this application form**

### 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 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:

Is this child in the care of a local authority\*?      Yes       No

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)      Yes       No

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](mailto:school.admissionsteam@staffordshire.gov.uk) at the same time that it is sent to the preferred school.

Are you a returning Service/Crown Servant family\*?      Yes       No

\*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 please**

Name and address of current school or last school attended:

Date last attended if not currently attending:

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

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

Please include in this box the names and contact details of any outside agencies currently involved with this child, for example Social Worker; CAMHS; Behaviour Support, Local Support Team or similar, and attach a letter of support if applicable.

You should note that if you do not disclose relevant information where applicable this **will** delay your application being processed and could lead to your application being invalidated.

**SECTION 4 – For requests to transfer between local schools parents/carers must arrange to have this completed by the child’s current headteacher. Failure to do so will result in the application being delayed or invalidated.**

I confirm that the parent/carers 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 additional support within school for either behavioural or attendance related issues? Yes  No

Has this child been discussed as a local District Inclusion Panel or similar or under the Fair Access Protocol previously? Yes  No

If yes to either of the above please provide details including dates during the past 12 months:

Signed:  Date:

Name (please print):

Position within School:

## SECTION 5 – Preferred School (s) for your child

Please enter the name of the school you would like to attend and reasons for your application on the following section.

**Name of Preferred School: -**

You should have made every effort to meet with the headteacher or a relevant member of staff at the above school before submitting this application.

**Reasons 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 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):

Email Address:

**Declaration:**

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 relevant admitting authority to contact relevant agencies or my child’s current/previous school in order to validate this application.

Signed :  Date:

**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

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

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 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 **0800 131 3126**  
[www.staffordshire.gov.uk/privatefostering](http://www.staffordshire.gov.uk/privatefostering)

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

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