

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

This information and accompanying application form is intended for **Schools in Staffordshire only**. If you wish to apply for a school in another area please contact the school or 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** 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.

The application 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.

#### **IMPORTANT: -**

**Please consider carefully the information below and ensure that you have taken any relevant action before completing the application form.**

- Dissatisfaction. Discuss your concerns with the Headteacher, as it may not be in your child's best interests to change school.
- Non-School attendance. Sit down with your child and find out why she/he is not attending the school.
- 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.
- Talk to the teachers who teach your child, to find out if she/he is worried about certain subjects.
- Unresolved issues. Talk to your child's teachers, Tutor or Head of Year to make sure they are aware of the situation.
- You may feel a change of school is necessary because 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. Moving school without confronting the problem may help in the short term but in the long run it may not help your child.
- 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 disrupt a child's education. Not all schools offer the same subjects at examination level.
- Make an appointment to speak to the Headteacher to discuss any concerns.
- To avoid exclusion talk to your child's teacher, Head of Year or Headteacher.
- Check if your child has a 'Pastoral Support Plan' or has been identified as having special educational needs (see below).
- Special Educational Needs. Talk to the teacher in charge of Special Needs (SENCO) at the school.
- Contact the school Education Welfare Officer for advice.
- Contact the Parent Partnership Service.
- Contact the School Choice Advisor.
- If you wish to transfer your child to the same age group in another local school (for reasons other than moving to an address outside the normal area), parents must first discuss the transfer with the Headteacher of the child's current school.
- If you do decide to make a formal application for transfer, please ensure that all the details on the application form are completed



## **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. If you are in any doubt about which schools you can apply for using this form please contact the School Admissions and Transport Service. **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 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 **01785 854990**.

## **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 School Admissions and Transport Service on **01785 278593** or email [admissions@staffordshire.gov.uk](mailto:admissions@staffordshire.gov.uk)

School Admissions and Transport Service  
Tipping Street  
Stafford  
ST16 2DH

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

This application form should only be used to apply for a place at a school 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?**

	Please tick each box as appropriate		<b>Yes</b>	<b>No</b>
Is this child in the care of a local authority*?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From a returning Service/Crown Servant family**?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If any of the above apply to this child then evidence will be required to support the application.**

\* Children in the care of the local authority 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

\*\*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 year 10 and year 11 applicants please provide details of the subjects which 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 the school you would like to attend and reasons for your application on the following page.

It is very important that you understand the admissions criteria for your preferred school - these can be viewed at the following link: [www.staffordshire.gov.uk/admissions/admissionarrangements](http://www.staffordshire.gov.uk/admissions/admissionarrangements)

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

**Name of Preferred School: -**

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

## DETAILS OF ELDER BROTHER OR SISTER ATTENDING 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):

**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](http://www.staffordshire.gov.uk)

#### **Declaration:**

Please confirm the child's eligibility for a place at a state funded 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:

**FORMS MUST BE RETURNED TO THE PREFERRED SCHOOL FOR CONSIDERATION**