

# 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](http://www.herefordshire.gov.uk/education-and-learning/schools/directory). Alternatively contact the School Admissions Office on 01432 383168, or [schooladmissions@herefordshire.gov.uk](mailto: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.
- If you require further assistance to resolve an In Year Transfer issue contact the School Admissions Office on 01432 383168 for advice.

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## In Year Transfer Application Form

(Other than at normal time of admission)

Copy of application to be forwarded via secure file transfer by the preferred school to School Admissions indicating the decision

Please read attached guidance notes before completing

<b>1 - Pupil details</b>		
Surname	Forename(s)	Nationality
Date of Birth	Gender (please tick) Male <input type="checkbox"/> Female <input type="checkbox"/>	
Current Address	Please tick box if you prefer not to receive an e-mail notification of the outcome of your application <input type="checkbox"/>	
New Address (if moving)	Date due to Move	
E-mail Address	Contact telephone number	
<b>2- Please state schools that child has attended in the last year, starting with current school.</b>		
<u>Name of school</u> (Please add school contact telephone number if known)	<u>date started</u>	<u>date left</u>
<b>3- School Preference</b>		
	Date school place required	
<b>4- Please indicate the reason for your request for a transfer to another school</b>		
<input type="checkbox"/> Moving House / Moved House (please indicate approx date)		
<input type="checkbox"/> Other (please comment, e.g. UK Service Personnel posting)		

**5 - Details of person making the application**

Title Mr / Mrs / Miss / Ms / other	Forename	Surname
Relationship to pupil *	Do you have Parental Responsibility for this child (please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>	
* 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
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**6 - This section to be completed by the child's current school (required where the child is moving from a UK school). The application will be returned if this section is incomplete.**

In what Year Group is the child currently accommodated?.....

Does the child have any Banded Funding, or a Statement of SEN? (Please Specify) .....

Is the child a Looked After Child, or, a previously Looked After Child? yes / no  
(if yes please specify Local Authority).....

Has the child ever been excluded (fixed period or permanently)? yes / no  
If yes, please indicate date(s), reason(s), and duration .....

Does the child have any incidence of Persistent Absence? (please provide attendance %).....

Is the child supported by other agencies? (e.g. CAF, BST, EWS, YOS etc. – please provide contact names)  
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Has the child previously transferred schools? – if so please name former school or schools .....

**Where no move of house has taken place:**

Has school discussed the reason for transfer with the parent?  
.....  
.....  
.....

Signed .....Print Name.....Date.....