

Please consider carefully the following information before making an In Year School Transfer Application

The decision to change schools during the school academic year is a serious step to take and it is important to consider whether transfer is really the best option.

Moving House – If a move of school is unavoidable e.g. due to a house move, the School Admissions Team will be able to inform you about the availability of school places in the area. Parents/Carers should note that admission authorities cannot guarantee a place for any child at the preferred school, even if you are moving into the area. You can contact the Admissions Team at admissions@cheshirewestandchester.gov.uk or telephone 0300 123 7039.

Dissatisfied with the current school – If you are experiencing problems at your child's current school, moving to a new school may not mean that a problem is resolved. It is strongly recommended that you talk to your child and staff at the current school to discuss your concerns and look to resolve outstanding issues.

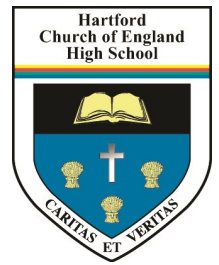
Bullying – You may think that a change of school is necessary because you feel that your child is being bullied. All schools have anti-bullying policies, you need to inform the school immediately to discuss your concerns further.

Behaviour issues/Poor attendance – If you feel that a change of school would improve your child's behaviour and/or attendance. Schools can often offer support or refer you to relevant services that can assist you in attempting to resolve any underlying issues.

Pupils in Years 9, 10 and 11 – It is important to be aware that a new school may not be able to exactly match the pupil's existing curriculum commitments and a change of school during a school year can seriously impact upon a pupil's educational outcomes. Not all schools offer the same subjects at examination level and this should be explored with your preferred school.

Getting your child to school – When considering changing your child's school or if moving into the area, you need to consider carefully how your child will travel to school. Parents/Carers have a responsibility for getting their child to school. In order to qualify for transport assistance certain conditions have to be met. Further information regarding the entitlement of home to school transport can be found at www.cheshirewestandchester.gov.uk/schooltransport

Children with a statement of special educational needs or an education health and care plan - Where your child has a statement of special educational needs or an education health and care plan, applications are considered separately, please contact the authority's SEN Team on 0300 123 8123 or email senteam@cheshirewestandchester.gov.uk



Application for In Year School Transfer

SECTION 1 — Reason for your application

Moving into Cheshire West and Chester Not moving, but want a new school

Please ensure you have read the notes accompanying this application form

Moving to another area within Cheshire West and Chester

SECTION 2 — Child's Details

Forename(s)	Date of Birth: / /
Legal Surname:	Male/Female <i>(please delete as appropriate)</i>
Known Surname:	
Current Address:	Address in Cheshire West and Chester to which you are moving: (if applicable)
Postcode:	Postcode: <input style="width: 150px;" type="text"/> Date of Moving: <input style="width: 150px;" type="text"/>

	Yes ✓	No ✓
Is the child ' Cared for ' by a Local Authority <i>(in Public Care?)</i>		
Has the child previously been in the care of the a local authority, but has since been adopted (or become subject to a Child Arrangement Order or Special Guardianship Order)?		

If yes to either of the above questions please provide the name of the Social Worker and contact details below

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

*If this application is accompanied with an official government letter which declares a relocation date and a Unit postal address or quartering area address, a school place can be secured in advance of the relocation

SECTION 3 — Your child’s current/previous school details

Name of current school/last school attended:

Date last attended if not currently attending:

Reason for leaving:

If you are requesting a school transfer because your child is experiencing difficulties, your child must continue to attend their current school until an alternative school place has been secured.

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

	Yes ✓	No ✓
Are/were there any attendance related difficulties at this or any other school?		
Does this child have any exclusions (fixed or permanent) at this or any other school?		
Are/were there any behavioural issues at this or any other school?		

The Code specifies priority groups under section 3.15 of the School Admissions Code:

- children from the criminal justice system or Pupil Referral Units who need to be re-integrated into main stream education;
- children who have been out of education for two months or more; children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- children who are homeless;
- children with unsupportive family backgrounds for whom a place has not been sought; children who are carers; and
- children with special educational needs, disabilities or medical conditions (but without a statement or Education, Health and Care Plan)., please indicate whether you identify with any of the above, if so please specify below

Please indicate below any other agencies currently involved with this child:

ESAT PRU

YOS Education Access Team

CAMHS Other - Please give details

SECTION 4 — Details of preferred school

Preference School:

Reasons why this is your preferred school:

Date school place is required:

Please note, this date **must** be within 20 school days

Siblings (and any other children living at the same address) A siblings means the brother, sister, stepbrother or stepsister, half brother or half sister living together as part of one household, already attending the preferred school and expected to continue at the school in the following school year

Sibling's Name:	School and Year Group:	Date of Birth: / /
Sibling's Name:	School and Year Group:	Date of Birth: / /
Does sibling(s) reside at the same address as the applicant? If no, please provide details		Yes/No

