School Transfer Application Form

Sunderland City Council

It is important that you provide as much information as possible to assist in the admission process. Please note that your child is **not** guaranteed a place at any school (this includes your nearest school(s)). Sections A and B must be complete in order to apply for a school place. Section B is to be completed by your child's current school; **applications will not be considered by the transfer school without this information.**

Once Sections A and B have been completed, the form **must** be forwarded to the School Admissions Team.
If you have any further queries, please contact 0191 520 5553 or Email: enquiries@sunderland.gov.uk

Section A – to be completed by the parent/carer

Name of child: ..... male/female (delete as appropriate)

Date of birth: ..... Current school year group: .....

Address: .....

..... Post code: .....

Name of parent/carer: ..... Relationship to child: .....

Tel No: ..... Email address: .....

Current/previous school: .....

Local authority where this school is located: .....

Previous schools (please list by date all schools previously attended and the local authority area they are in):

	Date	School	Local authority area
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....

Pupil's religion (if applying for a CE or RC aided school): .....

Does your child have a statement of special needs? ☐ YES ☐ NO

Is the child 'looked after' by a local authority? ☐ YES ☐ NO

If yes, name of local authority: .....

Is your child previously looked after but now adopted? ☐ YES ☐ NO

Is your child subject to a residential order or special guardianship order? ☐ YES ☐ NO

Please give the name of their Social Worker: .....

Does you child live with someone other than youself or another family member? ☐ YES ☐ NO

If so please state relationship with this person: .....

How long has this arrangement been in place? .....

Section A – continued...

Has your child been permanently excluded from any school? ☐ YES ☐ NO

If YES, please give details: .....

.....

Please state your full reasons for the transfer request (continue on a separate sheet if necessary):

.....

.....

Does this child have any siblings of school age? (see notes for definition of sibling) ☐ YES ☐ NO

If yes, name of child: ..... DOB: .....

Name of school attending: .....

I would like my child to attend (If you have more than one choice please state in order of preference):-

1. .....
2. .....
3. .....

When would you like your child to start this school? .....

Signature of parent/carer: ..... Date: .....

BEFORE SUBMITTING YOUR APPLICATION FORM YOU MUST ASK YOUR CURRENT SCHOOL TO COMPLETE SECTION B. Please note that parents/carers have the right to apply for a school transfer.

Headteachers may not support applications for children to leave their schools unless there are exceptional circumstances e.g.:

- The child has moved house and the journey to school is no longer manageable
- There has been an irretrievable breakdown in relationships with staff and parents have made every effort to work with the school to address the issue
- There has been an irretrievable breakdown in relationships with other children and parents have made every effort to work with the school to address the issue

Please note

1. Your child's current school has 5 working days to complete section B and forward it to the School Admissions Team.
2. You will be notified of the outcome of your application within 15 working days.
3. The school or Local Authority reserves the right to seek proof of address and withdraw an offer of a place, if any inaccurate information or address is given on the application.
4. The transfer school will need to see a copy of your child's birth certificate/passport before admission. This is for safeguarding purposes, in order to verify your child's identity.
5. If you are applying for a place at a Roman Catholic school, you may be required to provide a copy of your child's Baptism certificate in order to consider the application against the school's admission criteria.

For completion by the current school

Date received from parent:	
Date forwarded to the School Admission Team	

Section B – to be completed by current school

Please note that you have 5 working days to complete section B and forward it to:
School Admissions Team, Sandhill Centre, Grindon Lane, Sunderland SR3 4EN
or email: school.admissions@sunderland.gov.uk

	School action	School action+	Under assessment	Statement	Stage of the code of practice	English as a second language	None of previous applicable
Please tick where appropriate*							
* For the sections ticked, please supply copies of reports or provide relevant comments/info on an additional sheet							

Please provide percentage attendance for –

Last school year: .....% **Current school year:** .....%

Is the child currently attending school ☐ YES ☐ NO

Comments:

.....

.....

Has there been education welfare/social work/inclusion & attendance involvement?

☐ YES ☐ NO

Comments:

.....

.....

Has there been support service involvement? ☐ YES ☐ NO

(i.e. behaviour intervention team, educational psychologist, etc)

Details:

.....

.....

Has there been involvement from other agencies? ☐ YES ☐ NO

Comments:

.....

.....

.....

Sibling details (currently attending your school)

Name	Year group	Comments

Section B – continued...

Details of qualifications being taken or key stage level achieved:

Courses being taken (e.g. Maths)	Qualification type (e.g. GCSE or KS level)	Exam board (e.g. AQA / Edexcel)

Details of any fixed term exclusions:

.....

Is the student at risk of exclusion? ☐ YES ☐ NO

Are there any issues that might be of concern to a receiving school? ☐ YES ☐ NO

Any other information or comments (submit extra information if necessary):

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Are you able to support this transfer request? ☐ YES ☐ NO

Signed: ..... Print: .....

Designation/title: ..... Date: .....

Authorised by Headteacher: ..... Print: .....

Section C – For completion by the requested transfer school

Name of child:	Year group:
School:	

We have vacancies in this year group? ☐ YES ☐ NO

If the year group is oversubscribed, please indicate below the current number of children that are in all year groups, in the event parent/carer submits an appeal.

	Current numbers	PAN
Reception		
Year 1		
Year 2		

	Current numbers	PAN
Year 3		
Year 4		
Year 5		
Year 6		

	Current numbers	PAN
Year 7		
Year 8		
Year 9		
Year 10		
Year 11		

Decision of school:

Please select one of the options below by circling the number and adding comments where appropriate:

1.	There are places in the year group and we **accept** the transfer
2.	This application meets the agreed criteria within the managed move protocol and I will contact the Headteacher of the current school to discuss this further. **Please note this is only possible where the current school is a Sunderland school.**
3.	We have places in the year group but wish this to be considered under the fair access protocol. This only applies if the pupil meets the agreed criteria.

Have you met with the family? ☐ YES ☐ NO

Comment

Signed: ..... Print: .....

Title: ..... Date: .....

SCHOOL TRANSFER APPLICATION PROCESS – GUIDANCE NOTES

These notes are intended to guide you through the application form.

- This form enables you to express up to 3 preferences of schools for your child's education but if you wish to name only one school, you can do so. If you wish to express more than 3 preferences, you should continue on a separate sheet (preferably **A4** size).
- Preferences will be considered in the order in which they are on the form. If a vacancy exists at the first school, the remaining preferences will not be considered. We recommend that you **contact schools in advance** in order to determine which schools have vacancies in the required year group and to confirm that the school is suitable for your child (especially for Year 10/11 pupils, thus ensuring that the same **KS4 courses** can be offered as at the current/former school). You can also ask to visit the school and request a prospectus from them but this does not signify an offer of a place.
- Where possible, we would recommend submitting the form 6-8 school weeks before the place is required in the event that a place in the year group cannot be offered and you wish to appeal.
- If the child is still yet to move into the Authority, please provide on the form the current address, new address and the moving date.
- If the child has been out of school for more than two months please explain on the form or on a separate sheet.
- Definition of a sibling - an older brother/sister or older child (including adoptive or step-children) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school at the time of admission.
- If the child is 'looked after' by a Local Authority, please make sure that this information is included on the application form. Definition of a 'looked after' child – a child that is 'looked after' by a Local Authority, in accordance with Section 22 of the Children's Act 1989(b) and a child who was 'looked after', but ceased to be so, because of adoption (or become subject to a residence order or special guardianship order).
- Could Authorities or Agencies completing the form on the behalf of parents/carers please also state their own **full** contact details.
- If your child has a Statement of Special Educational need, please declare this on the form. If a Statement exists, the form will then be forwarded onto the **Special Educational Need Unit (SEN Unit)** for their consideration. The statement will need to be reviewed and the most appropriate school will be named. More information is available from the SEN Unit on **0191 561 2236/2211.**

Please note the following information:

- The year groups of each school/academy have a Published Admission Number, up to which the Local Authority or Admission Authority can offer places.
- You **must** complete this application form and return it to the school that would like your child to transfer to. Part B will be completed by your child's current school before submission.
- If a place can be offered in your child's year group at your preferred school, you will be informed by the school.
- If a place cannot be offered in the year group, you will be sent a letter informing you that a place cannot be offered to your child at your preferred school and the reason for this. You have the right to appeal this decision to an Independent Appeal Panel. An appeal form must be requested directly from Aided or Free school and Academies or alternatively from the Local Authority for Community schools.

- The panel is independent of the Local Authority and schools/academies and has the ability to grant extra places based upon the grounds for appeal. The Appeal Panel will consider your reasons for wanting a place against the implications for the school of admitting another child. (**Please note:** You are only entitled to one appeal per school per year group and may apply for other schools whilst going through the appeals process).
- If it is not possible to offer a place at a school, your child will automatically be placed on a waiting list, which will be held for the remainder of the academic year. It is necessary to reapply each year, if you would like your child to remain on the school's waiting list.

If you wish to express a Preference for a Catholic, Church of England or Trust School or Academy, the following notes apply:

- The Governors/Trust Board of each Catholic, Church of England and Trust School and Academy are responsible for the allocation of their places. It is also advisable to contact the Catholic, Church of England or Trust school or Academy directly for further details about their admission criteria.