

IN YEAR TRANSFER APPLICATION FOR A CHANGE OF SCHOOL PLACE



ONLY USE THIS FORM WHEN MOVING HOME AND YOUR CHILD IS PRIMARY SCHOOL AGE

If are wishing to transfer your child to another school for any other reason, or if your child is of Secondary school age please contact School Transfers on 03000 265896. If you have more than one child please complete one form per child.

If your child has a statement of Special Educational Needs (SEN) or an Education, Health and Care Plan please contact the SEND Team on 03000 265878 for further advice.

SECTION 1: CHILD'S DETAILS

Surname/Family Name:

First Name:

Middle Name(s):

Gender:

Male

Female

Please Tick

Date of Birth:

Child's Current Year Group:

Child's Current Address:

Post Code:

Child's New Address:

Post Code:

Moving Date:

What date would you like your child to start school?

Name and address of previous school:

Post Code:

Date the child last attended the previous school:

Is your child looked after or previously looked after by a Local Authority (LA) in England or Wales but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, or adopted from state care outside England and Wales?

Yes

No

Please tick

Please state which LA "looks after" or "looked after" your child?

Name of Social Worker:

Name of Key Worker:

Has the child recently arrived in the UK? Yes No Please tick

Does the child speak English? Yes No Please tick

Is the child subject to a Private Fostering Arrangement? Yes No Please tick

SECTION 2: PREFERRED SCHOOL AND REASONS

Preferred School	1. 2. 3.
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If any of your preferences are for Roman Catholic or Church of England Aided Schools, please state your child's religion:

SECTION 3: SIBLING LINK

Does your child have a sibling attending any of the preferred schools above?

A sibling is defined as: brother, sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner and, in every case, the child must be living in the same family unit at the same address.

Sibling's Name:

Sibling's Date of Birth:

School:

SECTION 4: PARENT/CARER'S DETAILS

Title: Mr Mrs Miss Ms Other

Surname/Family Name:

First Name:

Relationship to Child Father Mother Step-Parent *Legal Guardian Young Carer *LA Foster-Carer *Private Foster Carer Other

If other please state your relationship to the child:

Address:

Post Code:

Home/Mobile Tel. No.

Email Address

*For the definition please see the Primary and Secondary School Admission Guide 2017/18 on www.durham.gov.uk/schooladmissions.

SECTION 5: OTHER ADULT WITH PARENTAL RESPONSIBILITY FOR THE CHILD

You should only complete this section if the other adult **DOES NOT** live with you and the child.

Title:

Surname/Family Name:

First Name:

Relationship to Child

If other please state your relationship to the child:

Address: Post Code:

Home/Mobile Tel. No.

Email Address

SECTION 6: Data Protection and DECLARATION OF PARENT/CARER

We comply with all relevant statutory obligations with regard to personal information processed by us and this will be handled in accordance with our privacy statement which can be accessed at www.durham.gov.uk/dataprivacy By signing the declaration you

- confirm that you have parental responsibility for the child (or have care and control of the child), and in seeking a transfer of the child's school I have no knowledge of any opposition to this transfer from any other person who has parental responsibility for the child. If applicable, please inform us of the individual who opposes the transfer and supply their contact details.

- understand that in order to process your child's transfer, this form will be sent to the schools you have listed as preferences as well as the school the child currently attends.
- will inform us immediately either by email to schooladmissions@durham.gov.uk or in writing to let us know of any change of address details after the submission of your child's application.
- understand that your child's school place can be withdrawn even if he/she has started at the school if the place was fraudulently obtained.
- understand that we will check the details you have provided on this application against Council Tax, Electoral Registration and other Council records to confirm that the child is resident at the address in Section 3.
- understand that we will check your data with other agencies, where it is necessary to do so and where the law allows.
- understand that if you have provided information that is incorrect or incomplete, you may be investigated and action may be taken against you (including court action).

Signed:

Please Print Name Clearly:

Date:

SECTION 7: INFORMATION AND GUIDANCE

Definition of a privately fostered child – an arrangement that occurs when a child who is under 16 (or under 18 if disabled) is cared for someone other than their parent or a close relative, with the intention that it should last for 28 consecutive days or more and without the involvement of a LA.




Definition of a young carer – children and young people under 18 who provide regular or ongoing care and emotional support to a family member who is physically or mentally ill, disabled or misuses substances.

Definition of a sibling link is children who live as brother or sister in the same house, including natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, step brothers or sisters and children of the parent/carer's partner. Some schools give priority to siblings of children attending another community and voluntary controlled school with which they have close links (for example, schools on the same site). These are called linked schools. Please see the Primary and Secondary School Admissions Guide on www.durham.gov.uk/schooladmissions.

The Transfer Process - Upon receipt of this application, we will liaise with your preferred school/s to establish if a place is available for your child. A decision will be made within 10 working days.

If a place can be offered, you will be notified of this by letter. You must email or telephone the School Places and Admissions Team within two weeks to formally accept the school place. **If you do not accept the offer of a place within two weeks it may be withdrawn and offered to another child.** Once the place is accepted you will then need to contact the Head Teacher at the School to make a mutually convenient arrangement for your child to start.

If a place cannot be offered at your preferred school/s, we will let you know how to place your child's name on the school's waiting list and/or appeal for a place.

Please ask us if you would like this document summarised in another language or format.		
العربية (Arabic)	(中文 (繁體字)) (Chinese)	اردو (Urdu)
پولسکی (Polish)	ਪੰਜਾਬੀ (Punjabi)	Español (Spanish)
বাংলা (Bengali)	हिन्दी (Hindi)	Deutsch (German)
Français (French)	Türkçe (Turkish)	Melayu (Malay)
 Braille	 Audio	 AAA Large Print

If you wish to have a summary of this form translated please contact 03000 265896.

Please return your completed form to School Transfer, School Places and Admissions Team, Children and Young People's Services, Durham County Council, County Hall, Durham DH1 5UJ or email to schooladmissions@durham.gov.uk. If you require any help to complete this form please ring 03000 265896.

For Office Use Only:

Primary

Offer Refusal Database updated Letter to parent Spreadsheet Informed school