

HALTON IN-YEAR SCHOOL APPLICATION

PRIMARY SCHOOL IN YEAR ADMISSIONS

In Halton requests to move from one primary school to another, also known as an in-year transfer application, are received and responded to by the preferred school, therefore **please return this form directly to your preferred school**. This guide aims to assist you with the completion of the following form and to give you a summary of what to expect during the application process.

THINGS TO CONSIDER BEFORE MAKING A REQUEST:

Before submitting an application we highly recommend that you meet with your child's current school to discuss your reasons for seeking a transfer for your child, which will prepare them for any subsequent contact they then receive from your preferred school(s). It may also give the school an opportunity to consider your position and it may become unnecessary to continue with the application. Points that we recommend you consider are:

- Is your child comfortable with change? Will they cope well with learning new rules, new learning styles, making new friends and being asked to do things differently?
- If you are moving your child because of a specific issue, have you followed the appropriate lines of communication with their current school to afford them an opportunity to consider this? Could the issue repeat itself at the new school?
- If you are not moving to a new house or area, how will the transfer affect your normal routine? Will the journey to the new school affect your child's punctuality or attendance? Have you checked that the same before and after school care is available at your preferred school(s) if you require this type of service?
- If the child has another parent/carer are they in agreement with the transfer? Disputes **cannot** be resolved by the school or local authority and your application may be delayed until agreement is reached, legally or informally.
- Remember that **there is no guarantee that you will be offered a place** at your preferred school(s). If you are moving into the area and are without a school place the School Admissions Team can help to identify an alternative school place. You will be offered the right to appeal to an independent School Admissions Appeals Panel when you are refused a place at any mainstream school in Halton, but please note that the appeals process can take up to 30 **school** days from receipt of the appeal and **there is no guarantee that your appeal will be successful**.
- If the child is a child currently in the care of a local authority, the application should be submitted by the local authority who care for the child to ensure that they are satisfied that the transfer is suitable for the child. You should speak with the child's allocated Social Worker in the first instance.
- If your child has an Education, Health and Care Plan (EHCP) it is important that you discuss your application before submitting it with the SEND Assessment Team. If you do not have the contact details for your child's SEND Assessment Coordinator you can email SENAT@halton.gov.uk and your query will be passed to the appropriate team member. For impartial and confidential support and information you may like to contact Halton SEND Information, Advice and Support Service (SENDIASS) on 0151 5117733.

APPLICATION OUTCOMES:

Some applications can take longer than others but you should typically expect a response to your request within ten school days of formally submitting your application.

If your preferred school makes your child an offer of a school place you should receive a letter confirming this and you can proceed with making starting arrangements for your child with the school. It would normally be expected that your child takes up the offer within four weeks or at the beginning of the next term or half-term, and this will be confirmed by the school.

If your preferred school(s) is unable to offer your child a place they will write to you to formally refuse your request, explaining why they were unable to offer you a place and formally offering you the right of appeal against the decision, with details on how to appeal included in the letter. If this decision leaves your child without a school place please contact schooladmissions@halton.gov.uk or call 0151 5117338 and the School Admissions Team will look at vacancies in the local area for you.

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YOUR CHILD'S DETAILS:				
Surname:			Forename:	
Date of Birth:			Gender:	
CHILD'S HOME ADDRESS AT TIME OF APPLICATION:				
House Name/Number:			Street:	
Town:			Postcode:	
NEW ADDRESS IF MOVING DURING OR WITHIN FOUR WEEKS OF THIS APPLICATION:				
House Name/Number:			Street:	
Town:			Postcode:	
Expected Date of proposed move:				
CURRENT/PREVIOUS SCHOOL INFORMATION:				
Name of current/previous school:				
Contact name and number at school:				
Is your child still attending? If no, give reason:				
Date of last attendance:				
FURTHER IMPORTANT DETAILS:				
Please circle/delete as appropriate				
Is your child currently, or have they ever been, in the care of a Local Authority? (Please give dates and Authority details if yes):	YES		NO	
Does your child have an Education, Health and Care Plan?	YES		NO	
Has your child been permanently excluded from a school? If yes, please state when and from which school:	YES		NO	
PREFERENCE SCHOOL AND REASONS FOR REQUESTING A PLACE:				
Please state below the name of the school where you are requesting a place for your child.				
School name:				
Year Group required:		Date required:		
In as few words as possible, please let us know why you are making this application:				
BROTHERS AND SISTERS OF SCHOOL AGE:				
Please list below details of the youngest sibling if they will be attending the requested school and living at the same address as this child:				
Sibling Name:	Date of Birth:	School:		

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APPLICATIONS FOR VOLUNTARY AIDED (CATHOLIC AND/OR CHURCH OF ENGLAND) ONLY

Please circle/delete as appropriate:

Is your child baptised Catholic?	YES	NO
If yes, in which Catholic Parish where they baptised and when?		
Is your child baptised Church of England?	YES	NO
If your child belongs to another faith, please state which:		

You may be required by the school to submit additional documentation to support your application. These documents may include, but are not limited to, baptismal certificates or letters signed by the relevant religious leader as proof of attendance at the place of worship. Some church schools may require a supplementary form to be completed, which will be provided by the school at the time of application.

PARENT/CARER DETAILS:

Parent/Carer Name:		Relationship to child:	
Parent/Carer address: (If different from child)			
Daytime Phone Number:		Mobile number:	
Email Address:			
Do all people with Parental Responsibility agree with this request?	YES / NO		

DATA PRIVACY, DECLARATION AND CONSENT:

Halton Borough Council is the Data Controller for the personal information you provide. We collect and hold information about you in order to process your application regarding your child's admission to school as the Local Authority and schools will need this information to ensure the application is assessed appropriately.

You can view the full privacy notice at www.halton.gov.uk/privacynotices

Details of Halton school admissions policies are given in the Halton Coordinated Admissions Scheme and in the Halton Primary and Secondary composite prospectuses, available online at www.halton.gov.uk/schooladmissions

I declare that all the information provided is true. I confirm that I have parental responsibility for this child. I understand that any school place offered on the basis of fraudulent or intentionally misleading information may be withdrawn. I confirm that I have read and understood the guidance notes contained within this document before submitting this application.

Signed:		Date:	
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PLEASE ENSURE YOU HAVE COMPLETED ALL RELEVANT SECTIONS OF THIS FORM

- Please ensure you return this form **DIRECTLY TO THE PREFERENCE SCHOOL**
- You will receive a written response from the school, usually within ten school days where possible
- If you cannot be offered a place, you will be advised of your right of appeal and how to access it.