

# APPLICATION FOR AN IN-YEAR ADMISSION/ TRANSFER TO A WORCESTERSHIRE SCHOOL FOR THE SCHOOL YEAR 2020/2021

CA1

## Important notes to be read before completion of the application form.

Moving a child to another school is a very serious step to take. It can affect a child in many ways. It is important to consider whether a transfer is really the best option. If you are requesting a change of school that is not as a result of a house move, before making a definite decision to transfer to another school, you should think very carefully and talk through the issue with your child's present school. Before deciding to move a child to another school, please consider the following information carefully.

- **Pastoral Care** – the extent to which the new school can meet the child/young person's individual needs.
- **Curriculum** – although there is a National Curriculum, each school will deliver a part of this curriculum at different stages and times during the school year.
- **Years 10 & 11** – you should be aware that moving a young person in these particular year groups may not always be in the best interest of the young person. Not all schools offer the same subjects at examination level and may use different exam boards and offer different specifications.
- **Transport** – How will your child get to the new school, you may not necessarily be entitled to transport assistance.
- **Costs** – All Worcestershire schools have a school uniform which all pupils will be expected to wear.

Many things that worry parents and pupils can be sorted out without the need to move schools. Talking to your child and staff at your child's present school should avoid a transfer between schools in almost all circumstances. If a child is unhappy at school, speak to the most appropriate person in the school and follows the schools procedures for such matters. If you have a complaint about a school, the teachers or the work your child is doing, if it cannot be resolved using the schools complaints procedures you can escalate the issue in writing to the school's Governors/Academy Trust.

If a child has special educational needs, speak to the teacher in charge of special needs (SENCO). If you are concerned your child could be permanently excluded, speak to the most appropriate person in the school for advice. **Every school is responsible for meeting the needs of pupils by demonstrating the Graduated Response and the maximum use of Ordinarily Available: The Local Offer.**

There are strict regulations about the transfer of children between schools and the circumstances under which they can be taken off the school's register. In the majority of cases children may not be taken off the schools register until they have been taken on to the roll of another school.

If you suspect that a child may be being bullied, talk to the child – ask them how they are – if there is anything worrying them. If they report an incident – write it down. Has this happened before? It is important that they know that it is not their fault. If it happened at school – tell the child's teacher. Keep a record. Encourage your child to tell someone straight away. If you believe a child is being bullied at school, it is very important to keep school informed of any incidents so that they can deal with the situation effectively.

If, after speaking to a child's teacher and allowing time for actions to be taken, you are not satisfied with the way the matter was dealt with, escalate your concerns using the schools procedures. The matter should be investigated and action should be taken. However, if after having exhausted those actions you are still not satisfied with the outcome and you still feel your child is being bullied; you should escalate this to the school's Governors/Academy Trust.

You are encouraged to consider all of the above points, decide whether a transfer is really the best option and discuss your concerns with staff at the child's current school. A change in school does not always lead to improvements in a pupil's behaviour. Moving your child to another school is a very serious step; it will not always solve the problem and can sometimes be more detrimental than helpful.

If you feel that a change of school is unavoidable you can make an application to transfer school. Full details of how In-Year Admissions work can be found at:

[http://www.worcestershire.gov.uk/downloads/file/10910/co-ordinated\\_scheme\\_in-year\\_applications\\_2020](http://www.worcestershire.gov.uk/downloads/file/10910/co-ordinated_scheme_in-year_applications_2020)

**PLEASE NOTE IF YOU DO NOT COMPLETE IN FULL EACH SECTION OF THIS FORM, THIS MAY CAUSE A DELAY IN THE APPLICATION BEING PROCESSED AND IT MAY BE RETURNED TO YOU FOR FURTHER COMPLETION. It is your responsibility to ensure that all sections are completed prior to submission.**

**It may assist you in the completion of this form to check off each section to avoid submitting an incomplete application.**

- 1. Child's Details**
- 2. Applicant's Details**
- 3. Preferences**
- 4. School History**
- 5. Reasons for moving school**
- 6. FOR SCHOOL COMPLETION ONLY by current/most recent school**
- 7. Declaration and Consent**

Parents should be aware that Academies, Foundation, Free and Voluntary Aided Schools have different admissions criterion, and therefore it is strongly advised that you ensure that you have understood the information that is available from each School, before stating a preference on an application.

**IF THIS APPLICATION IS SUCCESSFUL THE RECEIVING SCHOOL WILL USE THE INFORMATION GATHERED ON THIS FORM TO PLAN A SUCCESSFUL TRANSITION INTO SCHOOL.**

**IF THIS APPLICATION IS UNSUCCESSFUL, WE WILL USE THE INFORMATION GATHERED ON THIS FORM TO DETERMINE IF YOUR CHILD QUALIFIES FOR ACTION UNDER THE WORCESTERSHIRE FAIR ACCESS PROTOCOL AND MAKE ANY NECESSARY REFERRAL FOR ACTION. FULL DETAILS OF THE PROTOCOL CAN BE FOUND AT:** [http://www.worcestershire.gov.uk/info/20632/school\\_admissions\\_policies\\_and\\_appeals](http://www.worcestershire.gov.uk/info/20632/school_admissions_policies_and_appeals)

### **Note 1 - Parental responsibility and Home Address**

Should more than one parent have parental responsibility for a child, both parents should be in agreement over the preferences expressed prior to the application being submitted. Failure to ensure agreement prior to submission, may result in a delay in the application being processed and in some instances a legal resolution may be required. **When submitting your application, as part of the declaration, you will be required to confirm that everyone who has parental responsibility for this child, agrees with the content, information and preferences included on this form. If it is subsequently determined that agreement was not made prior to the application being submitted, it could result in the withdrawal of the offer of a place, if it is determined that the information supplied was misleading or fraudulent.**

**In some cases the Local Authority may have parent responsibility, in those cases the Social Worker in conjunction with the carer, should complete the form on behalf of the corporate parent.**

Each admission authority must specify what they mean by Home Address. You must read the schools policy. In the case of **Community and Voluntary Controlled** schools, home is defined as the only or main permanent residential address, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child.

Where parents/carers have shared responsibility, the child's home address will usually be considered to be that of the parent/carer with whom the child lives for the majority of the school week (e.g. three or more days out of five Monday to Friday during term time). Where care is split equally, parent/carers must provide **independent** supporting documentary evidence to prove that care is equally split. In such cases the address of the parent/carer in receipt of the Child Benefit will be the address on which the application will be processed.

## Note 2 - Change of Address

If you are moving address, you must notify the Headteacher and School Admissions of any change to your child's home address as this might affect your application. Any change of address will require **independent** supporting information to be provided with the application, for full details please refer to the Information for Parents Book.

## Note 3 - The catchment area school

If you are unsure of your catchment area school(s), you can find out by either telephoning: **01905 822700** or by visiting [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions) and following the link to school catchment areas.

## Note 5 - Children of Staff at the School

Please note that this category includes either of the following circumstances: A) Where that member of staff has been employed for two or more years at the time at which the application for admission is made, or B) the member of staff is recruited to fill a post for which there is a demonstrable skill shortage; the member of staff must have been employed for 2 or more years at the time of application or recruited to fill a vacant post for which there is a skill shortage.

## Note 6 - Applications to Academy, Foundation, Free and Voluntary Aided Schools

If you are applying for a place at an **Academy, Foundation, Free or Voluntary Aided School** you are advised to check that this is the school serving your area.

It is **essential** that you refer to the school's prospectus for further details relating to admission arrangements as you may wish to include relevant information, including religion, in **Section 3** of this form. Some schools also require supplementary application forms to be completed. If you have to complete a supplementary application form for a school, please enclose the completed supplementary form with this CA1 application. Decisions on admissions are the responsibility of the School Governing Body/Academy Trust and not one individual within a school.

## Note 7 - Applications to Community and Voluntary Controlled Schools

Admissions to Community and Voluntary Controlled Schools are administered by the School Admissions Section. The Headteacher of the school involved is not in a position to offer your child a place;

All preferences for all types of schools will be treated equally, and places are allocated in accordance with the published admissions criterion.

Admission of a child to a school of your preference does not mean that younger siblings will automatically gain admission to the same school, or mean that your child will be able to obtain a place at the follow on Middle or High School.

## Note 8 - Applications to schools in other Local Authority areas

Worcestershire does not co-ordinate In-Year admissions to schools in other Local Authority areas. You will need to contact the relevant authority to find out how In-Year applications to schools in their areas should be made.

**Do not complete this form if you are applying for a school in another Local Authority area.**

## Note 9 - Transport

Details of Worcestershire County Council's transport assistance policy are explained on the Worcestershire County Council website at the following address:

[http://www.worcestershire.gov.uk/homepage/18/school\\_and\\_college\\_transport](http://www.worcestershire.gov.uk/homepage/18/school_and_college_transport)

Please be aware that any transport arrangements approved for this application will not set a precedent for siblings. Each application for transport will be dealt with on an individual basis. The information contained on this application may be shared with School Transport to aid in their planning and assessment.

### Note 10 - Withdrawal of Application

You should inform School Admissions as soon as possible if you are withdrawing your application for any reason.

### Note 11 - Additional Information

Please note that, if your preferred school is oversubscribed, admission authorities have to use a fair method of deciding how places should be allocated. For **Academy, Foundation, Free and Voluntary Aided schools** it is essential that you refer to the relevant **School Prospectus** for details relating to the admission arrangements and definitions. For **Community and Voluntary Controlled Schools** please refer to the Information for Parents book for the admission policy and definitions.

Your child must continue to attend their current school until you are offered and agree a start date with a new school. Parents are responsible, by law, for ensuring that their children attends school every day and are liable to prosecution if the child is absent without authorisation from the school.

Under Section 7 of the Education Act 1996 parents have a legal responsibility to provide their child with an education either by regular school attendance or Otherwise. Under this duty parents can decide to take personal, including financial, responsibility for their child's education and this is known as Elective Home Education (EHE).

For a full copy of our Privacy Notice that sets out how we store and use your data, please visit:

<https://www.worcestershire.gov.uk/privacy>

### Note 12 - Submitting your Application

Completed application forms need to be returned to School Admissions:

**Via email to [schooladmissions@worcschildrenfirst.org.uk](mailto:schooladmissions@worcschildrenfirst.org.uk) or by post to:**

**School Admissions, Worcestershire Children First, County Hall, Spetchley Road, Worcester, WR5 2YA.**

**Please detach and retain these notes for your information and remember to also include with this CA1 form, any supplementary information form that is required.**

**The Local Authority will not accept proof of submission unless you can produce your confirmation of receipt email or this receipt had been completed, retained and can be produced as evidence. If you post your application and require this slip to be returned to you, you will need to include a SAE including postage.**

**REMEMBER TO COMPLETE EACH SECTION TO AVOID A DELAY IN THE APPLICATION.**



I acknowledge receipt of application form, in respect of (name of child):

Signed:

Date:

Position at School or Local Authority receiving the form:

# SCHOOL ADMISSIONS IN-YEAR APPLICATION FORM FOR WORCESTERSHIRE SCHOOLS

CA1

Please **COMPLETE IN FULL** each section of this form. Please note that if your application is unsuccessful, the information you provide on this form will be used by the Local Authority to determine if this child qualifies for action under the Worcestershire Fair Access Protocol. **PLEASE ENSURE ALL SECTIONS OF THE FORM ARE COMPLETED, IF THERE IS INFORMATION MISSING THIS MAY RESULT IN THE APPLICATION BEING RETURNED TO YOU.**

**PLEASE COMPLETE IN FULL USING BLOCK CAPITALS and where necessary select a response.**

Section 1 - Child's Details				
<b>Name of Child</b>				
Surname/Last Name				
Forename/First Name				
Middle Names				
<b>Gender</b>		<b>Date of Birth</b>		<b>Current Year Group</b>
		DD	MM	YY
Male	Female			
<b>Current Home Address</b>			<b>Moving Address (if your application is because of a house move) See note 2</b>	
<b>Postcode</b>		<b>Postcode</b>		
		<b>Date effective from</b>		
Is this child a twin or triplet, etc. (one of a multiple birth)?		Yes	No	
Does this child have an Education and Health Care Plan under the Children and Families Act 2014?		Yes	No	
If YES please specify the Local Authority that issued the Plan				
Was this child Previously in Care or Accommodated by a Local Authority and immediately after was subject to an adoption, a child arrangements order or special guardianship order?		Yes	No	
If YES please specify the Local Authority the child was in the care of or accommodated by				
Is this child currently in Care or Accommodated by a Local Authority?		Yes	No	
If YES please specify the Local Authority the child is in the care of or accommodated by				
Was this child previously in state care outside of England, looked after by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society and has since been adopted?		Yes	No	

If YES please specify the details and you will need to provide some Independent supporting with the application	
Has this child been Permanently Excluded from a school within the last 2 years?	Yes                  No
Has this child received any Fixed Term Exclusions from a school in the last 12 months?	Yes                  No
When do you wish the child to move school?	

## Section 2 - Your Details

### Name of Parent/Carer/Person making this application

Title	
Surname/Last Name	
Forename/First Name	
Email Address	
Mobile Tel Number	
Home Tel Number	
Relationship to the child	
Do you have parental responsibility for this child? <b>See Note 1</b>	Yes                  No
If NO please provide details. <b>See Note 1</b>	
Does this child reside with you at the address above for the majority of the school week? <b>See Note 1</b>	Yes                  No
If NO please provide further details. <b>See Note 1</b>	
Are you in receipt of the Child Benefit? <b>See Note 1</b>	Yes                  No

## Section 3 - Preference Details

<b>First Preference School</b>	
If this child has a sibling (brother/sister at this school please provide Name and DOB)	
If this child is a Child of a Member of Staff please provide Name of staff member	
Reasons for this preference	

<b>Second Preference School</b>		
If this child has a sibling (brother/sister at this school please provide Name and DOB)		
If this child is a Child of a Member of Staff please provide Name of staff member		
Reasons for this preference		
<b>Third Preference School</b>		
If this child has a sibling (brother/sister at this school please provide Name and DOB)		
If this child is a Child of a Member of Staff please provide Name of staff member		
Reasons for this preference		
<b>Catholic Schools See Note 6 Please note you are required to provide evidence of baptism with this application</b>	Has this child been baptised Catholic?	Yes          No
<b>Church Of England Schools See Note 6. Please note you are required to provide evidence of church attendance with this application.</b>	Have you attended church at least once a month for at least a year prior to making this application?	Yes          No

#### Section 4 – Current or most recent School Details (if this child is currently Electively Home Educated please advise which school they attended prior to EHE)

Is this child currently Electively Home Educated?	Yes          No
Current/Most recent School / Provision	
Contact Details at School/Provision	
Start Date at this school	
Date the child/young person last attended	
Is the child still in attendance at this school? <b>See Note 11</b>	Yes          No
Reasons for Non-attendance	

<b>Other Schools Attended in the Last 5 years</b>	
School Name	
Start Date at this school	
Date the child last attended	
School Name	
Start Date at this school	
Date the child last attended	
School Name	
Start Date at this school	
Date the child last attended	
<b>Managed Moves</b>	
Has this child ever been subject to a Managed Move between schools?	Yes          No
Name of Home School	
Name of Managed Move/ destination School	
Was the Managed Move Successful	Yes          No
Reasons Managed Move was not successful	

<b>Section 5a – Reasons for making an In-Year Transfer Request</b>		
Moving House (into Worcestershire)	Yes	No
Moving House (within Worcestershire)	Yes	No
Change of care placement	Yes	No
Unhappy with current school	Yes	No
Bullying	Yes	No
Behavioural Difficulties	Yes	No
Permanent Exclusion	Yes	No
Traveller	Yes	No
Returning from Elective Home Education	Yes	No
Child Missing Education	Yes	No
Returning Crown Servant/Armed Services	Yes	No
New to the UK	Yes	No
Refugee/Asylum Seeker	Yes	No
Domestic Violence	Yes	No
Other (Please Specify)		



## Section 5b – Further details in relation to reasons for transfer

If you answered YES to being Unhappy with current school/Bullying/Behavioural Difficulties we require details of the steps you have taken to resolve any such issues

Meeting with Class Teacher/Head of Year	Yes	No
Outcome		
Meeting with Head Teacher/Senior Member of Leadership Team	Yes	No
Outcome		
Followed Schools Complaints Procedure to Governing Body	Yes	No
Outcome		
Other Steps you have taken to resolve problems at current school		

**PLEASE ENSURE THAT THE CURRENT/MOST RECENT SCHOOL COMPLETES SECTION 6 AND RETURNS THE COMPLETED FORM TO YOU. IF THIS INFORMATION IS NOT COMPLETED WE MAY NOT BE ABLE TO PROCESS YOUR APPLICATION.**

(IF THE CHILD/YOUNG PERSON IS LOOKED AFTER BY THE LOCAL AUTHORITY AND THEIR EDUCATION IS NOT CURRENTLY BEING PROVIDED BY A SCHOOL SETTING, PLEASE CONTACT THE VIRTUAL SCHOOL WHO WILL SUPPORT YOU TO COMPLETE SECTION 6)

## Section 6 – For Completion by child’s current or most recent school

School / Provider Name		
Name of Contact at School in relation to this application and role at the school		
UPN for this child		
Has Transfer request been discussed with parent? NB If NO Parent will be advised to arrange a meeting with you to discuss before this application can be processed.	Yes	No
Summary of Issues discussed with parent/ carer		

Is this child in receipt of any of the Pupil Premiums?	Yes	No		
If YES please specify the type				
Is the school aware of any issues relating to Parental Responsibility that the Local Authority should be aware of?	Yes	No		
If YES please provide details				
Does this child come from a Refugee or Asylum Seeker Family	Yes	No		
If YES please provide details in relation to English spoken	None	Basic	Intermediate	Advanced
<b>Other Agency Involvement Please provide details.</b>				
Education Investigation/CME	Yes	No		
Social Care	Yes	No		
Is this child CIN or subject to a CPP	Yes	No		
Education Psychologist	Yes	No		
YOS	Yes	No		
CAMHS	Yes	No		
Early Help Assessment	Yes	No		
Other Agency involvement	Yes	No		
If YES please provide details and attach any necessary information				
<b>Other Relevant Information</b>				
Are there any Safeguarding concerns that the new school needs to be aware of?	Yes	No		
Are there any Attendance related difficulties? In all cases please attach record of attendance for the last 3 terms.	Yes	No		
If YES please give details				
Is this child still on the roll of your school	Yes	No		
If NO which of the prescribed deletions under regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, did you use to remove them from roll?				
Date removed from roll or date of last attendance if still on roll				

<b>Exclusions</b>		
Have there been any fixed term exclusions from your school in the last 12 months	Yes	No
If YES please provide details	Dates	Number of Days
Has this child been Permanently Excluded from this or a previous school	Yes	No
If YES please provide details		
<b>Managed Moves</b>		
Has this child ever been subject to a Managed Move between schools?	Yes	No
Name of Home School		
Name of Managed Move destination School		
Was the Managed Move Successful	Yes	No
Reasons Managed Move was not successful		
<b>Special Educational Needs and Disabilities</b>		
Does this child have an Education and Health Care Plan?	Yes	No
Is this child currently undergoing Assessment towards a possible ECHP?	Yes	No
If YES please provide details		
Does this child have any disabilities or medical conditions?	Yes	No
If YES please provide details		
Has the school completed an Individual Health Care Plan?	Yes	No
<b>If YES please attach copy</b>		
Does the child receive any SEND Support?	Yes	No

<b>Special Educational Needs and Disabilities</b>		
If YES please provide details		
Has the school completed an Individual Education Plan?	Yes	No
<b>If YES please attach copy</b>		
If the child/young person is Looked After please attach a copy of their most recent Personal Education Plan (PEP)		
Has the school completed a Pastoral Support Plan?	Yes	No
<b>If YES please attach copy</b>		
<b>Academic Information</b>		
<b>Most recent examination/assessment results. Attach a copy showing data or a narrative</b>		
ENGLISH	MATHS	SCIENCE
Term taken i.e. Summer 2019		
<b>Academic Information for Key Stage 4 ONLY</b>		
<b>For Year 9 (where applicable), Year 10 and Year 11 pupils, please list current options</b>		
Subject	Course Details	Exam Board

**PLEASE ENSURE THAT THE CURRENT/MOST RECENT SCHOOL COMPLETES SECTION 6 AND RETURNS THE COMPLETED INFORMATION TO THE PARENT/CARER.**

## Section 7 – Applicant Declaration, Terms & Conditions and Consent

For a full copy of our Privacy Notice that sets out how we store and use your data, please visit:

[www.worcestershire.gov.uk/privacy](http://www.worcestershire.gov.uk/privacy)

To facilitate the provision of the School Admissions Service we share personal information with:

Worcestershire County Council, Worcestershire Children First, Medical Education Team, Education Transport, Provision Planning, Education Improvement, Education Investigation, Virtual School, Special Educational Needs, Social Care, Worcestershire Schools, Other Local Authorities, Other Local Authority Schools, Department for Education, Office of the Schools Adjudicator, Education Skills Funding Agency and where we are required to comply with other legal, statutory and/or regulatory obligations/requirements/for auditing.

There is a statutory duty to share the information collected with schools in order for them to determine where your application should be ranked in line with admission policies and or the allocation of school places, waiting list collation and school appeals. If you are successful in obtaining a place, the information on this form will be used for schools to successfully plan your child's transition. . If you are unsuccessful, we will assess this application to determine if this child qualifies for action under Fair Access

By signing this declaration you are providing your consent for us to process your application, share the information on this form as stated above and use the information to assess and refer your child through the Local Authority's Fair Access Protocol.

1. I agree that I have read the Information for Parents Book 2020/2021, the In-Year co-ordinated scheme, together with the explanatory leaflet and the notes attached to this form.
2. I have read and understood the admission criterion for all of my preferred schools.
3. I am aware and understand that a place may be lawfully withdrawn if it has been offered on the basis of a fraudulent or misleading application.
4. I agree that everyone who has parental responsibility for this child, agrees with the content, information and preferences included on this form. I understand that failure to do so may result in a delay to this application and legal resolution may need to be sought.
5. I certify that the information, which I have provided is correct and that I am aware that giving false information may result in any offer of a school place being withdrawn.
6. I give consent for the School Admissions Team to share the information provided on this form as specified above and contact any relevant agencies in order to validate this application and where my application is unsuccessful, that my child can be referred for action under Fair Access, where my application is successful I understand the information will be used to plan my child's transition into school.

Name of Parent/Carer/Applicant	
Signature	
Date	

Completed application forms need to be returned to:

School Admissions, Via email to [schooladmissions@worcschildrenfirst.org.uk](mailto:schooladmissions@worcschildrenfirst.org.uk) or by post to:  
School Admissions, Worcestershire Children First, County Hall, Spetchley Road, Worcester, WR5 2YA.