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School Only	Notes		



Northumberland County Council

IMMEDIATE TRANSFER FORM

Under the 1998 Education Act, it is necessary for a preference form to be completed in ALL cases where a child is transferring schools.

Please read the attached notes to help you complete this application.

Your Child's Name: _____

Date of Birth: _____ Boy/Girl: _____

What is the name of your child's most recent school? _____

Your Current Home Address:	If you are moving, please state the new address and date of move:
Postcode:	Postcode: Date of move:

Please give a telephone number where we can contact you: _____

Year group applying for (Y1, etc): _____

I would like my child to start school on (give date) _____

Reason for Transfer - Please state reasons

Declaration

I confirm that the information given on this form is correct. I understand that if I have given false information the school place offered may be withdrawn. I have read the accompanying notes and the information provided by the Local Authority.

Full name (please print) _____

Signed: _____ Date: _____

Please indicate your relationship to the child by ticking one of the following:

- Parent Legal Guardian Foster Carer Social Worker

We are unable to process a form that has not been signed by a parent/carer. Unsigned or incomplete forms will be returned.

Please answer the following questions as your responses will help us in the allocation of a place for your child.

Is your child in public care, also known as a 'looked after' child?

A 'looked after' child is a child who is in the care of a local authority or provided with accommodation by the local authority.

YES / NO
* please tick

If yes – which Local Authority? _____

Name of Social Worker and their telephone number _____

Does your child have a Statement of Special Educational Needs provided by an Education Authority?

YES / NO
* please tick

If your child does have such a statement, this application will be dealt with by the Special Educational Needs Section who will contact you directly.

Has your child been permanently excluded from another school?

YES / NO
* please tick

Have you discussed this request to change school with your child's current/previous school? We may contact your previous school regarding this request for a change of school

YES / NO
* please tick

Please list below up to three schools you would like your child to be considered for ranking them in order of priority.

1. My first preference school is: _____

2. My second preference school is: _____

3. My third preference school is: _____

Acknowledgement of receipt of application

We will only acknowledge receipt of your application if you send a stamped addressed envelope with this form.

Please return your completed form to the School Admissions Team, County Hall, Morpeth, Northumberland NE61 2EF

NOTES

These notes are to help you complete your application. Please read them carefully. More detailed information about Northumberland schools can be found in the Admissions Handbook published annually and also available on the Northumberland County Council website www.northumberland.gov.uk/admissions. In addition each school must produce a school brochure containing information specific to that particular school.

Applications on behalf of children who are resident in other local education authority areas will be considered in the same way as applications from Northumberland residents.

If information is received that a place in a preferred school has been obtained on the basis of a false statement of address, the County Council reserves the right to withdraw the offer of a place.

Parents have the right to appeal against being refused a place at any of the schools they have requested on the application form. Details of how to appeal will be sent to parents with the outcome of their application.

PLANNED ADMISSION NUMBERS

Each school has a planned admissions number which is based upon the capacity of the school. As an Admissions Authority we cannot normally exceed that number other than at appeal. Once a year group has achieved the Planned Admission Number for that year then further applications will be refused. If you live in Northumberland an alternative school will be offered instead.

HOME TO SCHOOL TRANSPORT

Generally, the County Council provides home to school transport for children attending the appropriate school for their address and when the distance from home to school is more than two miles for first school age children and more than three miles for middle and high school age children. Under normal circumstances, if the school you are applying for is not the appropriate school for your address the County Council will not provide transport. When we are unable to offer you a place at your appropriate school, we will only provide transport to the next nearest available school, as long as it is further than the distance given above.

DENOMINATIONAL AND FOUNDATION SCHOOLS

When a request is made for a school on denominational grounds, this reason should be clearly stated in the box "reason for preference" next to the school name. Decisions on admission to all Faith, Foundation, Voluntary Aided, Trust Schools and Academies are made by the governing bodies of those schools. Parents should make clear on this form if their preference for the school is made on the grounds of religious conviction and may be asked for evidence to support their application (such as a letter from their local clergy).

Entitlement to school transport is based on denomination and not religious conviction; that is you should be a member of the Roman Catholic church in order that your child receives home to school transport to your nearest Roman Catholic school and similarly, you need to be a member of the Church of England in order that your child receives home to school transport to your nearest Church of England school. Parents will be asked to provide evidence of their claim, such as a baptism certificate or letter from local clergy. Transport will only be provided where the distance from home to school is considered reasonable by the County Council and, in any case, over two miles for first school aged children and over three miles for middle and high school aged children.

ADDITIONAL INFORMATION

From September 2002, Local Authorities and schools must make reasonable adjustments to ensure that the needs of disabled pupils are met. The School Admissions Code defines disability as a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities. If you feel that your child falls into this category, please provide details on a separate sheet. Please note that the information you provide will not be used to decide which pupils are offered places. We need the information only to allow us to make any necessary preparations or adjustments at the school concerned.

Applications for mid-year transfers are normally processed within ten working days of receipt. If you have not had a response to your request within three weeks of posting or handing the form into the school, please ring The School Admissions Team on 01670 534162.