# Primary In Year Transfer Application Form

You are advised to read the Primary In-year Transfer - Information Booklet for Parents before applying. Section 7 of this form must be completed by your child’s current/last school before submitting, unless you are relocating from overseas. Incomplete applications will not be processed.

## Section 1 - Child’s details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
<td></td>
</tr>
<tr>
<td>First name:</td>
<td></td>
</tr>
<tr>
<td>Child’s date of birth:</td>
<td></td>
</tr>
<tr>
<td>Child’s gender:</td>
<td>Male</td>
</tr>
<tr>
<td>Child’s current address:</td>
<td></td>
</tr>
<tr>
<td>Postcode:</td>
<td></td>
</tr>
<tr>
<td>How long has the child lived at this address?</td>
<td>Years</td>
</tr>
<tr>
<td>Does the child have a statement of special educational needs/Education, Health &amp; Care Plan?</td>
<td>Yes</td>
</tr>
<tr>
<td>Is the child in care?</td>
<td>Yes</td>
</tr>
<tr>
<td>If yes, has the Virtual School approved this request?</td>
<td>Yes</td>
</tr>
<tr>
<td>Has the child formerly been in care?</td>
<td>Yes</td>
</tr>
<tr>
<td>Adoption Certificate</td>
<td></td>
</tr>
<tr>
<td>Residence order</td>
<td></td>
</tr>
<tr>
<td>Child arrangement order</td>
<td></td>
</tr>
<tr>
<td>Is the child a Refugee/Asylum Seeker?</td>
<td>Yes</td>
</tr>
<tr>
<td>Is the child a carer?</td>
<td>Yes</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

## Section 2 - Reasons for your application

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relocation from overseas*</td>
<td>Yes</td>
</tr>
<tr>
<td>What is your nationality?</td>
<td></td>
</tr>
<tr>
<td>House move into or within Warrington*</td>
<td>Yes</td>
</tr>
<tr>
<td>If you are moving to (or within) Warrington please insert the address details of where you are moving to:</td>
<td></td>
</tr>
<tr>
<td>Postcode:</td>
<td></td>
</tr>
<tr>
<td>Date of move:</td>
<td></td>
</tr>
<tr>
<td>Bullying **</td>
<td>Yes</td>
</tr>
<tr>
<td>Have you discussed your reasons for moving schools with your child</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* If you have ticked that you are moving house, or moving from overseas please note you will have to provide proof of your new address. Acceptable proof would be a tenancy agreement (minimum of 6 months tenancy will be accepted), a copy of the exchange of contracts or a council tax/utility bill.

**If your reasons are due to bullying or that your child is unhappy at school, you are strongly advised to discuss your concerns with your child’s current school. A school move may not necessarily resolve any problems relating to these issues.
### Section 3 – Current School Details

**Name of current school:**

**Address if not a Warrington school:**

<table>
<thead>
<tr>
<th>Postcode:</th>
</tr>
</thead>
</table>

**Is the child still in attendance at the above school?**

- Yes [ ]
- No [ ]

**Date the child last attended the above school:**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
</table>

**How many schools has your child attended in the last 12 months:**

#### Name all previous schools attended – please put most recent school first

<table>
<thead>
<tr>
<th>School:</th>
<th>Date From</th>
<th>Date To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postcode:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for leaving:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School:</th>
<th>Date From</th>
<th>Date To</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
</tr>
<tr>
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<td></td>
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<td>Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postcode:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for leaving:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section 4 – School Preferences  Please state your preferences and provide reasons for applying i.e. sibling already attending, medical, ease of travel, distance, social or faith (please state name of sibling already in attendance at the school).

1. Name and date of birth of sibling if applicable:
   Reason:

2. Name and date of birth of sibling if applicable:
   Reason:

3. Name and date of birth of sibling if applicable:
   Reason:

Section 5 - Applications for faith schools only
If any of your stated preferences are for a faith school you may need to complete the school’s supplementary form as well as this form, and return it to the school by the date they request.

Is your child Baptised Catholic
   Yes ☐  No ☐  Church of Baptism
   Date Baptised
   Church Parish of residence

Is your child Baptised Christian
   Yes ☐  No ☐  Church of Baptism
   Date Baptised
   Church Parish of residence

Is your child of another faith
   Yes ☐  No ☐  Please state

The school may carry out additional checks and proof of baptism or a letter from an appropriate minister of religion may be required.
### Section 6 – Applicant Details

<table>
<thead>
<tr>
<th>Mr/Mrs/Miss/Ms</th>
<th>First name:</th>
<th>Surname:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Does the child live with you?</th>
<th>Yes ☐</th>
<th>No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>If no, please give your address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post code:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Please state your relationship to the child?</th>
<th>Mum ☐</th>
<th>Dad ☐</th>
<th>Sibling ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grandparent ☐</td>
<td>Other (please specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Do you have parental responsibility for the child?*</th>
<th>Yes ☐</th>
<th>No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the child privately fostered by you?</td>
<td>Yes ☐</td>
<td>No ☐</td>
</tr>
<tr>
<td>Is the child an exchange student?</td>
<td>Yes ☐</td>
<td>No ☐</td>
</tr>
</tbody>
</table>

*For births registered in England and Wales, parental responsibility is automatically given to the child’s mother from birth. A father will have child’s parental responsibility if:

- He was married to the child’s mother when the child was born (even if later divorced or separated)
- The child was born after 1 December 2003, and he is named on the birth certificate
- If a parental responsibility agreement is obtained from a court or by agreement with the mother

### Parental Declaration

I can confirm that all of the information I have given on this form is correct and up to date and understand that if I have deliberately given false information, the offer of a school place may be withdrawn.

I understand that Section 7 of the form must be completed by my child’s current school before submitting.

I have enclosed proof of address (if required).

### Data Protection

Warrington Borough Council, Schools and Families maintain a database in respect of Education, which relates to the administration of pupils. All personal information provided on this form is treated in strict confidence in accordance with the requirements of the Act. We may verify information you have provided on this form. This could involve contacting your current school or other Council Departments who maintain appropriate records. The data may be shared with other Local Authorities and the Department of Education, external service providers including appropriate agencies for the purpose of provision of services to your child.

To find out more information about the way that the Council handles your information please visit: [https://www.warrington.gov.uk/privacypolicy](https://www.warrington.gov.uk/privacypolicy)

Signature: | Date: |
|------------|-------|

<table>
<thead>
<tr>
<th>Home telephone number:</th>
<th>Mobile:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Email: | |
|--------||

**The Completed application should be returned to:**

The School Admissions Team, Families and Wellbeing, New Town House, Buttermarket Street, Warrington. WA1 2NJ or alternatively please email the form to schooladmissions@warrington.gov.uk

**Transport to school**

Please do not confuse the right to express a preference for a school with an entitlement to travel assistance. Please note that if your application is successful there will be no assistance with transport unless your child qualifies under the terms of the School and College Transport Policy.
Section 7 – This section must be completed by the child’s current or last school attended unless you are relocating from overseas.

Notification of Request for an In Year Transfer

This section must be completed by the designated In-Year Admissions Lead (IAL) at the child’s current school.

This section is used to help assess whether the child’s application is processed through the Fair Access Protocol. Please provide as much detail as possible, bearing in mind what information you would wish to know if the situation were reversed and the application was for your school.

Please be aware that applications will not be processed without a completed Section 7 and incomplete applications will be returned.

Form completed by:

Has a discussion taken place with parent/carer to ensure that the existing school has exhausted all possibilities of the child remaining at the current school? Yes ☐ No ☐

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel Number:</td>
<td>Email address:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
Section 7 (to be completed by current or last school attended)

<table>
<thead>
<tr>
<th>Child’s first name:</th>
<th>Child’s surname:</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of birth:</th>
<th>NCY:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current School:</th>
<th>Date last attended:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is/does the child (Please tick all which apply)

<table>
<thead>
<tr>
<th>Child in Care or Formerly in Care</th>
<th>Yes</th>
<th>No</th>
<th>An EHCP</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refugee or Asylum Seeker</td>
<td>Yes</td>
<td>No</td>
<td>Current K or medical support but without a EHCP</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Carer</td>
<td>Yes</td>
<td>No</td>
<td>Pupil Premium</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Service family</td>
<td>Yes</td>
<td>No</td>
<td>Known to the Criminal Justice System</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Gypsy, Roma or Traveller family</td>
<td>Yes</td>
<td>No</td>
<td>CAF</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Outside Agency involvement: Please give details of any outside agency who are currently involved with this child. (Do not include any historical involvement)

<table>
<thead>
<tr>
<th>Agency</th>
<th>Contact name</th>
<th>Contact Tel Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMHS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Protection/Safeguarding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Services/family support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational Psychologist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other agencies, please state</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attendance

<table>
<thead>
<tr>
<th>This academic year</th>
<th>% overall attendance</th>
<th>% unauthorised attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last academic year</th>
<th>% overall attendance</th>
<th>% unauthorised attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Has your attendance officer been involved? Yes | No

Behaviour support and exclusions

<table>
<thead>
<tr>
<th>Has the child been permanently excluded?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the child had a period of exclusion in last 12 months?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Has the child accessed support from alternative provision?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Has Behavioural Support been required?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Assessments  Please provide the most up to date assessments for the child.

Please use a separate sheet if you wish to provide any additional information.

Updated 30 August 2018