

**SCHOOL TRANSFER APPLICATION FORM**

**It is important that you refer to the notes attached before completing this form and that you provide as much information as possible to assist in the admission process. It is important to note that your child is not guaranteed a place at any school (this includes your nearest school(s)). You must complete and return this form, in order to apply for a school place.**

You must return this form to a Customer Services Centre or the School Admissions Team, Children's Services, Sandhill Centre, Grindon Lane, Sunderland, SR3 4EN.

If you have any further queries please contact the School Admissions Team on **0191 5611427, 5611399, 5611447 or 5611425** (E-mail: **school.admissions@sunderland.gov.uk**)

Name of Child: .....	Male/Female (delete as appropriate)
Date of Birth: .....	Current School Year Group: .....
Address: .....	
..... Post Code: .....	
Name of Parent/carer: .....	
Relationship to child: .....	
Tel No: .....	
Email address: .....	
Current/previous school: .....	
Local Authority where this school is located: .....	
Pupil's religion (if applying for a CE or RC Aided school): .....	
Does your child have a Statement of Special Needs?	YES/NO (delete as appropriate)
Is the child 'Looked After' by a Local Authority?	YES/NO (delete as appropriate)
If yes, name of Local Authority: .....	
Has your child been permanently excluded from any school?	YES/NO (delete as appropriate)
If YES, please give details:	

I would like my child to attend (If you have more than one choice please state in order of preference):-

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please state your full reasons for the transfer request (continue on a separate sheet if necessary):

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Does this child have any siblings? (see notes for definition of sibling) YES/NO (delete as appropriate)

If yes, name of child: ..... DOB: .....

Name of school attending: .....

When would you like your child to start this school? .....

Signature of Parent/Carer: .....Date: .....

**The Local Authority reserves the right to seek proof of address and withdraw an offer of a place, if any inaccurate information or address is given on the application.**

**Please note that the school will need to see a copy of child's birth certificate/passport before admission. This is for safeguarding purposes, in order to verify your child's identity.**

**PLEASE NOTE:**

**BEFORE SUBMITTING YOUR REQUEST TO THE LOCAL AUTHORITY YOU MUST DISCUSS THE TRANSFER WITH THE HEADTEACHER OF THEIR CURRENT SCHOOL. IF THIS IS A SCHOOL WITHIN SUNDERLAND LOCAL AUTHORITY, YOU MUST GET HIM/HER TO SIGN THE FORM BELOW.**

Date of interview/discussion.....

Headteacher's signature.....

**PUPILS SHOULD ATTEND THEIR CURRENT SCHOOL, WHERE POSSIBLE, UNTIL THE REQUEST FOR TRANSFER IS PROCESSED AND AN ADMISSION DATE AGREED.**

**FOR COMPLETION BY THE LA**

Date Received.....

Date of Admission: .....

## NOTES FOR GUIDANCE ON COMPLETION

THESE NOTES ARE INTENDED TO GUIDE YOU THROUGH THE APPLICATION FORM. FURTHER INFORMATION CAN BE OBTAINED BY CONTACTING THE SCHOOL ADMISSIONS TEAM. THE CONTACT DETAILS ARE ON THE FRONT OF THIS FORM.

### GENERAL POINTS

- Please complete the form as **fully** as possible and **check** for errors afterwards. Insufficiently or incorrectly filling in the form may result in unnecessary delays in processing your application. (If you require places for more than one child, please request additional forms). Ensure that you state the child's previous school, as they will be contacted for further information.
- This form enables you to express up to 3 preferences of schools for your child's education but if you wish to name only one school, you can do so. If you wish to express more than 3 preferences, you should continue on a separate sheet (preferably **A4** size).
- Preferences will be considered in the order in which they are on the form. If a vacancy exists at the first choice school, the remaining preferences will not be considered. We recommend that you **contact schools in advance** in order to determine which schools have vacancies in the required year group and to confirm that the school is suitable for your child (especially for Year 10/11 pupils, thus ensuring that the same **KS4 courses** can be offered as at the current/former school). You can also ask to visit the school and request a prospectus from them but this does not signify an offer of a place.
- If you live in Sunderland Local Authority (i.e. pay Council Tax to Sunderland City Council), you **must** complete this application form even if any of the schools that you are applying to are located in another Local Authority area.
- Where possible, we would recommend submitting the form 6-8 school weeks before the place is required in the event of the year group being full and you deciding to appeal.
- If the child is still yet to move into the Authority, please provide on the form the:
  - Current address,
  - New address and the
  - Moving date.
- If the child has been out of school for more than two months please explain on the form or on a separate sheet.
- Definition of a sibling - an older brother/sister or older child (including adoptive or step-children) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school at the time of admission.
- If the child is 'looked after' by a Local Authority, please make sure that this information is included on the application form.
- Could Authorities or Agencies completing the form on the behalf of parents/carers please also state their own **full** contact details.
- If your child has a Statement of Special Educational need, please declare this on the form. If a Statement exists, the form will then be forwarded onto the **Special Educational Need Unit (SEN Unit)** for their consideration. The statement will need to be reviewed and the most appropriate school will be named. More information is available from the SEN Unit on **0191 561 2236/2211**.

- If you are offered a place at a school, you must accept this place on the form that will be sent to you. If you do not return the acceptance form, the offer of a place may be withdrawn. If you decide not to take up the place, please complete the form explaining your reasons.
- **This Local Authority is under a duty to protect funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share the information for other bodies responsible for auditing or administering public funds for these purposes.**

**Please note the following information:**

- The year groups of each school/academy have a Published Admission Number, up to which the Local Authority can offer places.
- You **must** complete this application form and return it to the School Admissions Team. Once the Local Authority has received the application, a copy will be forwarded to the school/academy for consideration.
- If a vacancy exists in your child's year group at your preferred school, you will be sent a letter confirming this as soon as possible, together with an acceptance form. If you do not complete and return this form, the offer of the place may be withdrawn.
- If a vacancy does not exist in the year group, you will be sent a letter informing you that a place cannot be offered to your child at your preferred school. You do have the right to appeal against this decision to an Independent Appeal Panel if a place at your preferred school cannot be offered. An appeal form will be supplied upon request.
- The panel is independent of the Local Authority and schools/academies and has the ability to grant extra places based upon the grounds for appeal. The Appeal Panel will consider your reasons for wanting a place against the implications for the school of admitting another child. **(Please note:** You are only entitled to one appeal per preferred school per year group and may apply for other schools whilst going through the appeals process).
- **St Paul's Church of England Controlled Primary School** – The Local Authority is responsible for admissions to this school.
- If you wish to express a Preference for a **Catholic, Church of England or Trust School or Academy**, the following notes apply:
  - The Governors/Trust Board of each Catholic, Church of England and Trust School and Academy are responsible for the allocation of their places.
  - The Local Authority co-ordinate admissions on behalf of the Governing Bodies/Trust Boards and offer places on their behalf.
  - It is also advisable to contact the Catholic, Church of England or Trust school or Academy directly for further details about their admission criteria.