

Important: you **MUST** read the information below before completing the attached application form.

Please remove this guidance sheet and keep it for your information.

How we will process your **In-Year** application

Sandwell community/controlled schools

A community/controlled School is one where the local authority (LA) has responsibility for admissions into the school. A list of all Sandwell schools can be found on our website. To ensure that we consider applications for places fairly we will collect any applications received during a particular week and consider them against the pupil numbers which we receive at the end of that week. We will aim to deal with an application for this type of school within **15 school days**.

Non-Sandwell schools: **please do not complete this form**

For schools outside Sandwell, please contact the appropriate LA for advice about their school admissions process.

Sandwell self-governing schools

A self-governing school is one where the governing body is responsible for admissions into the school not the local authority, as it is for Sandwell community/controlled schools as detailed above. A list of Sandwell self-governing schools is included overleaf. If you apply for a school on the list, we will forward your application to the school so that it can be considered by the governing body. Once we are informed of the governors' decision we will write to inform you of the outcome. As it is not the LA that makes the decision, an application for this type of school can take around **15 school days** to process.

Parents should note that admission authorities cannot guarantee a place for any child at their preferred school.

Please note: we will not be able to process your request during a school holiday.

IMPORTANT

The decision to change schools during the school academic year can sometimes have a negative effect upon a child's education and therefore needs to be considered very carefully. In all cases a child should not be withdrawn from formal education before an alternative school is secured.

Please carefully consider the information below before deciding whether or not to apply for a transfer between local schools for reasons other than a house move.

Moving school without confronting the issue may help in the short term but in the long run it may not help your child.

- **Dissatisfaction** – Make an appointment to explain and discuss your concerns with your child's Head of Year and / or Headteacher. They may not be aware of your concerns, and it may not be in your child's best interests to change school. Issues can often be resolved.
- **Non-School attendance** – Schools can often support or signpost you to relevant agencies that can assist you in attempting to resolve any underlying issues relating to poor attendance.
- **Behaviour Issues** – Some parents/carers want to change schools because they think their child's behaviour will improve with a change of school. It is more important for everybody to work together in trying to address and resolve the difficulties that are causing the poor behaviour. Changing schools should not be used as a way of avoiding a fixed term or permanent exclusion unless this is a managed process agreed by both schools.
- **Bullying** – You may think that a change of school is necessary because you feel that your child is being bullied. All schools have anti-bullying policies, and, as such, if you think your child is being bullied you need to tell the school immediately to discuss your concerns further.

Years 9,10 and 11

Parents whose children are in Years 9,10 and 11 need to be aware that a new school may not be in the best interest of the child. Not all schools offer the same subjects at examination level and may use different exam boards and offer different syllabuses. This could seriously impact upon your child's educational outcomes, therefore should be explored with your preferred school.

Fair Access

All LAs are required to have a "Fair Access" Protocol in place. This ensures that vulnerable, excluded or "Hard to Place" pupils are placed fairly and equitably across the schools in the LA. If your child meets the Fair Access criteria, then your application might need to be considered by one of our Fair Access Panels and so could take longer to process than normal.

Secondary	Primary	On EMS	Student ID	SEN	LAC	CSS	FAP

Request for a in-year school place [in-year transfer]



Sandwell schools only

Before submitting this form, you **must** ensure you read the attached information.

Please note: if you leave any sections blank or provide misleading information this will delay the processing of your application.

Part 1: To be completed by parent/carer

Child's details

First Name	Middle name	Surname
Any other name child is known by:		

	Day	Month	Year
Child's date of birth:			

Year Group	Male/Female

Child's home address

This must be the address where the child lives. If this is different from the parent/carer's address given on **page 6**, please explain why on a separate piece of paper. If the child lives at two separate addresses, please state the address that the child lives at the majority of the school week (Sunday-Thursday).

House number/name:			
Street name:			
Town:		Postcode:	

Please state your preferred Sandwell school(s)

	School name	For office use only	
		DfE number	Status
1st preference			
2nd preference			

If you are a Sandwell resident and/or your child is EHE and we are unable to offer the above preference(s) would you like to be offered an alternative school?

Yes

☐

No

☐

If you are applying for school places for other children, please complete a form for each child.
An application cannot be made without a form being completed for each child.

If your child has a brother or sister at your preferred school, please give details below:

Name(s):	<input type="text"/>	Date of birth:	<input type="text"/>
School:	<input type="text"/>		

If your application is because of a change of address, please provide previous address details below:

<input type="text"/>

Postcode:	<input type="text"/>	Date moved:	<input type="text"/>
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Is your child an: Asylum seeker? Yes ☐ No ☐ Refugee? Yes ☐ No ☐

Please state when the child arrived in Britain.
Please state month and year of entry and include a **copy of your child's passport and visa**. We may use this information to contact the UK Border Agency.

Month:	<input type="text"/>	Year:	<input type="text"/>
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Nationality (if not British):	<input type="text"/>
Home language:	<input type="text"/>
Country of origin:	<input type="text"/>

Does the child speak English?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the parent/carers speak English?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If your child is in the care of a local authority, please add detail below:

Local authority:	<input type="text"/>
Social Worker:	<input type="text"/>
Email address:	<input type="text"/>
Phone number:	<input type="text"/>

Does your child have an Education, Health and Care Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your child have a disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes, please state the nature of the disability:

<input type="text"/>

If you are applying for a place on denominational (religious) please state which religion:

Please name your child's current/last school, including local authority if not Sandwell, and first date attended.

School:	<div></div>		
Email	<div></div>		
Local authority:	<div></div>	Start Date:	<div></div>

Is your child still attending this school regularly? Yes ☐ No ☐

If No, please indicate last day attended:

Has your child had any exclusions from any school? Yes ☐ No ☐

If yes, please provide brief details of the exclusions below.

<div>School:</div>	<div>Date of exclusion(s):</div>	<div>Reason(s):</div>
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Has your child's current school suggested you transfer your child? Yes ☐ No ☐

Please ✓ the box which most accurately reflects your reason for transfer

<input type="checkbox"/> Bullying	<input type="checkbox"/> New to UK
<input type="checkbox"/> Curriculum issues (including quality of teaching)	<input type="checkbox"/> Returned to UK
<input type="checkbox"/> Denominational (religious) reasons	<input type="checkbox"/> New to Sandwell
<input type="checkbox"/> Distance from home	<input type="checkbox"/> Permanent Exclusion
<input type="checkbox"/> Domestic problem	<input type="checkbox"/> Sibling at the School
<input type="checkbox"/> House move within Sandwell	<input type="checkbox"/> Traveller
<input type="checkbox"/> Issues with other parents	<input type="checkbox"/> Armed Forces Family
<input type="checkbox"/> Other provision – please state reason:	<div></div>

Parent's/Carer's details

Title: Forename: Surname:

Relationship to child:

Home phone no.

Daytime phone no.

Mobile no.

Email address:

Address (if different from child's address given on page 1)

Who child resides with if not parent/carer:

Relationship to child:

House number/name:

Street name:

Town:

Postcode:

Completion of checklist and signature of Parent/Carer

Checklist

Please complete the tick box to ensure you have sent all necessary documents.
Do not send originals, only copies need to be provided

Evidence of	Documents required	Included (✓)
Proof of address	Either: Council Tax Bill; Tenancy/Mortgage agreement	
Part 2	Current / previous school completed part 2 of form.	
Identification	Child's passport (if applicable)	
Asylum Status	Visa (if applicable)	

Signature of Parent/Carer:

Date:

Please return completed application forms to the below address –

**Admissions Service, Sandwell Council House, PO Box 16230, Freeth Street, Oldbury,
B69 9EX.**

Parent support line: 0121 569 6765.

Email: inyear_admissions@sandwell.gov.uk

Now take this form to your child's present school (if applicable).
The school must complete pages 8 and 10.

Part 2: To be completed by your child's present school

Note to school: It is essential that all sections of this application are completed and returned to the address on page 7, or emailed to the address on page 10, within three school days.

Child's name:		Date of Birth:	
School name:			

Can you confirm that the information about the applicant is correct? Yes ☐ No ☐

If no, please supply supporting evidence.

1. Please give any available information about the circumstances which have led to the parent's request.

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2. Do you believe that a change of school would be in the best educational and social interests of the child? Yes ☐ No ☐

3. Do you consider that this child is "Hard to Place" as set down in the Sandwell Fair Access Protocol? Yes ☐ No ☐
(If yes, please complete question 5 below.)

4. Does the pupil have an EHCP? Yes ☐ No ☐

a) Is the pupil on the SEN Stage Code of Practice for behaviour? Yes ☐ No ☐

b) Is the pupil on the SEN Stage Code of Practice for learning? Yes ☐ No ☐

5. For pupils designated as "Hard to Place" please attach the following *(if applicable)*:

a) Pupil incident log (including details of all fixed term exclusions in the last 12 months) ☐

b) IEP ☐

c) PSP ☐

d) BSP ☐

e) Home/School Agreement ☐

f) Risk Assessment ☐

g) Attendance print-out (please include print-out for last full academic year as well as current year) ☐

h) Details of other strategies used

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6. **Intervention by other agencies.**

Please give details of any intervention by the following agencies:

Agency	Details (please include contact details if applicable)	Additional papers (✓) attached (please list)
Inclusion Support EP BST SENAT L		
CAMHS		
Social Care		
YOT		
EWS		
LACE		
Other (Please give details)		

7. **Academic achievement/SATs Results**

Subject	Grade/SATs Level

Important

Please complete the tick box (✓) to ensure you have sent all necessary documents in relation to:

Child's name:

Documents Attached/Required	(✓)
Attendance Record	<input type="checkbox"/>
IEP	<input type="checkbox"/>
SEN Information	<input type="checkbox"/>
BSP	<input type="checkbox"/>
Attainment Levels	<input type="checkbox"/>

I confirm this is an accurate account of the child stated above.

Signature:

Position:

Date:

Privacy notice

To understand more about why we collect your information, what we do with your information, how you can access your information, your personal information rights, how and to whom to raise a complaint about your information, please visit our privacy notice page at <http://www.sandwell.gov.uk/privacynotices>

Thank you for your cooperation

To enable the local authority to process this request without delay, please return by post to the address on page 7 or email to: inyear_admissions@sandwell.gov.uk

The data entered onto this form can be used by the council for the purpose of verifying electoral registration details.