

# Herefordshire Council – Children and Young People’s Directorate

## IN YEAR TRANSFER APPLICATION FORM, TO A SCHOOL WITHIN HEREFORDSHIRE (OTHER THAN AT NORMAL AGE FOR ADMISSION)

### Important notes to be read before filling out the In Year Transfer Application Form

#### Transferring Schools

Parents wishing to transfer their child to the same age group in another local school should discuss the transfer with the Headteacher of the pupil's present school in the first instance.

Parents should give thorough consideration to any application to transfer schools. It is reasonable for us to offer places at a school up to a maximum of six school weeks ahead of your child’s intended start date – this will allow for a planned approach to your child’s transfer.

It is important for parents to visit the school or schools you have an interest in beforehand. This visit may influence your decision about which school(s) to apply for, and the order of preference that you decide to place them in. Please note however that interviews are not part of the admissions process, although it is sensible for you to discuss with school staff any issues that you feel are important, or that the school will need to address in the event that a place is offered following an application. If you are not able to visit a school information is available on the internet via [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk). You may also wish to consult the latest Ofsted report via [www.ofsted.gov.uk](http://www.ofsted.gov.uk), and the individual website for the school that you are interested in. Alternatively contact the School Admissions Office on 01432 383168.

The School Admissions Office will decide the outcome of applications based on the availability of vacancies. We will write to you formally with the outcome. Where vacancies are limited and more applications are received than places available, the places will be allocated by means of the over-subscription criteria published in the Information for Parents Booklet available on the Herefordshire Council Website.

#### Getting to School

Parents should think about how their child will get to school. Dedicated School Transport is only provided in specified circumstances. Please consult the transport section of the Council’s website, here you will find information about entitlement to school transport. If you do not have internet access please contact the transport section on 01432 260924 who will assist you further.

#### Procedure required from the parent when completing the In Year Transfer Application Form

If you decide to make a formal request for transfer, please complete the In Year Transfer Application Form over leaf making sure that your current school completes section 6 before returning to the School Admissions Office.

All straight forward applications will be processed within 10 schools days, provided that all sections are completed.

#### In Year Transfer summary of procedure

- Parent / Guardian - visits school(s) to determine preference.
- Parent / Guardian and current school - completes application.
- Parent / Guardian - returns application to Admissions Team.
- Admission Team assesses the application form.
- Admission Team informs parent / carer of the outcome within 10 school days assuming the application is straightforward.
- If application is not a straight forward application the Admissions Team will advance the application to the In Year Fair Access Panel that will assess and make a decision within 20 school days, and inform parent / guardian of outcome.
- Places are offered based on confirmed availability of space in the relevant year group at the school concerned.
- Parents will be requested to contact us to confirm acceptance of places offered and intended start dates, and to contact school to arrange for enrolment.
- If refused a place at your preferred school you will be offered the facility to appeal against the decision. How to appeal will be detailed in the refusal letter.

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## IN YEAR TRANSFER APPLICATION FORM, TO A SCHOOL WITHIN HEREFORDSHIRE (OTHER THAN AT NORMAL AGE FOR ADMISSION)

Application should be returned to the Pupil Admissions Office, Children & Young People’s Directorate,  
Herefordshire Council, Blackfriars PO Box 185, Blackfriars Street, Hereford HR4 9ZR  
(e-mail [schooladmissions@herefordshire.gov.uk](mailto:schooladmissions@herefordshire.gov.uk); fax 01432 260998)

PLEASE READ THE ATTACHED NOTES BEFORE COMPLETING THE APPLICATION FORM

1 - Pupil details		
Surname	Forename(s)	Nationality
Date of Birth	Gender (please tick) Male <input type="checkbox"/> Female <input type="checkbox"/>	
Current Address		Post Code
New Address (if moving)	Post Code	Date due to move
Contact Telephone Number	e-mail address	
2- Please state school(s) that child has attended in the last year, starting with current school.		
<u>Name of school</u>	<u>date started</u>	<u>date left</u>
3- School (please state in order of preference)		date wishing to start
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4- Please indicate the reason for your request for a transfer to another school		
<input type="checkbox"/> Moved House		
<input type="checkbox"/> Other (please tick): <i>Transport Issues;</i> <input type="checkbox"/> <i>Education Provision – curriculum, ethos, discipline;</i> <input type="checkbox"/> <i>Child will not attend;</i> <input type="checkbox"/> <i>Being bullied</i> <input type="checkbox"/>		
<input type="checkbox"/> None of the above (please comment)		

**5 - Details of person making the application**

Title Mr / Mrs / Miss / Ms / other	Forename	Surname
Relationship to pupil *( please see below)	Do you have Parental Responsibility for this child ( please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>	
e.g. Mother, Father, Step-Parent, Social Worker, Foster Parent, or other relative (please state)		

**THE DECLARATION**

I declare that the information on this form is correct I have read the conditions stated on the Important Notes (page enclosed with this form). I understand that a place maybe lawfully withdrawn if it is proved to have been offered on the basis of fraudulent or misleading application.

Signed	Print Name	Date
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**6 - This section to be completed by the child's current school (not required where the child is moving from a non-UK school). The application will be returned if this section is incomplete.**

In what Year Group is the child currently accommodated?.....

Does the child have any Banded Funding, or a Statement of SEN? (Please Specify) .....

Is the child a Looked After Child? yes / no (please specify Local Authority).....

Has the child ever been excluded (fixed period or permanently)? yes / no

If yes, please indicate date(s), reason(s), and duration .....

Does the child have any incidence of Persistent Absence?.....

Is the child supported by other agencies? (e.g. MBSS, EWS, YOS etc. – please provide contact names)

Does the child currently have a CAF in place? (If yes, please name lead officer).....

**Where no move of house has taken place:**

Has school discussed the reason for transfer with the parent?

Please comment on parent's reasons for transfer

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Signed .....Print Name.....Date.....