



School Stamp & Initials
Date:

School Transfer Request

Academic Year 2018/19

For families moving into Doncaster to apply for a school in the area
OR

For families moving out of Doncaster to apply for a school outside the area

To be completed in CAPITALS by the person with Parental Responsibility
(Not for use for children with an Education Health and Care Plan)

Section A

Child's Forename	Child's Surname	Child's Date of Birth
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Child's Address	House Number or Name	_____	<table border="1"> <tr> <td>Male</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Female</td> <td><input type="checkbox"/></td> </tr> </table>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Male	<input type="checkbox"/>						
Female	<input type="checkbox"/>						
Street Name	_____						
Village	Town	_____					
Post Code	<input type="text"/>	<input type="text"/>					
Your Address	House Number or Name	_____	Phone Number				
Street Name	_____						
Village	Town	_____					
Post Code	<input type="text"/>	<input type="text"/>					

List up to 3 schools in your preferred order.

School 1	Email _____ Child's Nationality _____ Child's Language _____
School 2	
School 3	

Please continue on next page.....

For Office/School Use Only

Year Group	<input type="checkbox"/>	SEN Check	<input type="checkbox"/>	CAS 1 / 2 / 3	_____				
1st Choice	Contact	_____	A/L	<input type="checkbox"/>	NOR	<input type="checkbox"/>			
Date	_____	Agreed/Not Agreed	Initials	_____	_____	_____			
2nd Choice	Contact	_____	A/L	<input type="checkbox"/>	NOR	<input type="checkbox"/>			
Date	_____	Agreed/Not Agreed	Initials	_____	_____	_____			
3rd Choice	Contact	_____	A/L	<input type="checkbox"/>	NOR	<input type="checkbox"/>			
Date	_____	Agreed/Not Agreed	Initials	_____	_____	_____			
Previous Applications	_____					SIB			
Allocated School	_____					AL	<input type="checkbox"/>	NOR	<input type="checkbox"/>
Date	_____	Contact	_____		_____	_____			
Agreed/Not Agreed	Initials	_____	_____	_____	_____	_____			
HTP	_____								

Section A (Continued)

Details of brothers or sisters on roll at the requested school.

Name	Date of Birth	School
Name	Date of Birth	School

Your child's previous school(s) in the last 3 years.

School Name	From (mm/yy)	To (mm/yy)
	/	/
	/	/
	/	/

When did they last attend school?

From their report, what was their last full year attendance figure?

Are they currently permanently excluded from school? Yes No

Are they being taught in a Learning Support Unit or a satellite school? Yes No

Have they had any fixed term exclusions in the last 6 months? Yes No

Do they have an Individual Education Plan or a Pastoral Support Plan? Yes No

Are they a Looked After Child or were they previously Looked After? Yes No

(Attach a copy of their Personal Education Plan and supporting evidence)

Are they a child of a Traveller? Yes No

Gypsy? Yes No

Roma? Yes No

Asylum seeker/refugee? *(Attach a copy of your Home Office Letter)* Yes No

Are they a young carer? Yes No

Are they a child from a forces family? *(Please give further information below)* Yes No

Do they have any special needs, disabilities or medical conditions? Yes No

(Attach a copy of any supporting reports.)

Section B

Why are you requesting a change of school for your child?

(Tell us about any problems your child has had at their present school.)

What have you done to work through these problems with the school?

Section C – Complete if you are moving house or have recently moved.

New Address

Moving Date

Post Code

Section D – Everyone to Complete this Declaration

I certify that the information on the form is correct. I confirm that all other persons with parental responsibility have been contacted and have agreed to the transfer request. I also confirm that to my knowledge, there are no applications before the courts by a parent, someone claiming to be a parent etc., disputing the child's residence or which school they should attend.

I will notify the School Admissions Team immediately in writing should there be a change in circumstances i.e. a change of address, before my child starts school.

Signature of Parent/Carer _____ Date _____

Mr/Mrs/Miss/Ms _____ Name (Please print) _____

Relationship to Child: _____ (Please read note below).

If you are caring for someone else's child for more than 28 days and are not an immediate family member (e.g. family friend, neighbour, great aunt/uncle, great grandparents) you may be private fostering and **you must** contact Doncaster Children's Services Trust on 01302 737033. More information is available at www.doncasterchildrenstrust.co.uk/private-fostering

Applying for a church school? Fill in and attach the additional information form. ✓

What to do next

Return this form to:- School Admissions Team, Doncaster Council, Civic Building, Waterdale, Doncaster, DN1 3BU.

Unless the request is to be considered as part of our Fair Access Protocol applications received during term time by **Friday at 5pm**, are normally sent a decision within 2 school weeks on a Friday.

Due to the volume of applications and data protection, no decisions will be given over the phone.

When could they start? Normally they are admitted at the start of the **next new term** and your child must continue at their present school until they start at their new school.

Guidance

- Eligibility for admission will be considered using the schools admission policy.
- Ensure that the school is informed of anyone with parental responsibility relating to the child and about any Court Orders in operation.
- If this is a further application, and this is successful, any previous places offered will automatically be withdrawn.
- A place may be withdrawn if the admission authority is satisfied that the offer was obtained through a fraudulent or intentionally misleading application.

Use of Your Data: The Council collects and uses the information you provide on this form in order to provide your child with a school place. This is necessary to carry out our statutory functions in accordance with the School Admissions and Appeals Codes and School Standard and Framework Act 1998, therefore, if you do not provide this information we will be unable to provide this service. For a list of the organisations we will share your information with, please see our privacy notice at www.doncaster.gov.uk/services/the-council-democracy/privacy If you have any queries regarding the processing of your information you may contact the Council's Data Protection Officer information.governance@doncaster.gov.uk

Information About Changing School

How might it affect your child?

There are many reasons for wanting to change your child's school - some can be overcome. Below are some of the problems and suggestions. If you still wish to go ahead you can use this form to apply for a place.

Be aware that the school may already be full or your child may not start until next term.

Is your child unhappy at their present school?

- Maybe the child is unhappy because they are being bullied or fallen out with their friends?
- Perhaps they are not getting on with a teacher at the moment?
- Perhaps they have been in trouble and feel they cannot sort it out?
- Perhaps they are struggling with their work?

Before applying we advise that you:

- Discuss any concerns you have with your child's class or form teacher.
- Raise any further concerns with the headteacher.
- You may wish to discuss moving your child with an Education Welfare Officer.
- Contact your requested school and discuss your intentions with them.

By talking to teachers many problems can be resolved quite easily. School staff are always happy to work with parents and pupils in order to improve a child's chances of success.

Some issues to consider – before deciding.....

Curriculum – Each school teaches a part of the curriculum at different stages and different times of the year. They can miss important work or have to repeat things.

Options – Moving schools can have a detrimental affect on your child's achievements. In secondary schools the options you want may not be available.

Friends – Making new friends can be hard.

Costs – A new uniform will be required.

Transport – Free transport is not normally provided and journey times will be longer.

Stress – Moving schools can be difficult and it will take time for them to settle in.

Help and Support

If you are worried about going into school the Education Welfare Officer will be happy to discuss the problem with you. To contact your Welfare Officer, either phone your child's school or The Council, telephone 01302 737233

Fair Access Protocol

All schools in Doncaster are required to take part in the Fair Access Protocol. The protocol seeks to ensure that access to education is secured quickly for children who have no school place but for whom a place at a mainstream school or alternative provision is appropriate, and to ensure that all schools in an area admit their fair share of children who are deemed to be 'hard to place' or have challenging behaviour and may have been excluded from other schools.

Applications for pupils identified under the protocol will be considered by a panel who may decide to offer a place at the requested or an alternative school or access to an alternative curriculum.