



South Tyneside Council

FOR OFFICE USE ONLY
Received:
Acknowledged:
Criteria:
Input:

In Year Transfer Application form

This application should be completed by the person with parental responsibility and for requesting a school place after the start of the Autumn Term i.e. September onwards. Please refer to the guidance notes on the back of this application before completing all sections of this application form. Please return this application form to the School Admissions Team, Town Hall and Civic Offices, Westoe Road, South Shields, NE33 2RL.

Please ensure you complete and sign the application in full and have Section B completed by your child's current school to avoid any delays in the admission process for your child.

SECTION A - PUPIL DETAILS

Surname:

First Name:

Date of Birth: Male ☐ Female ☐ Other ☐

Parental Home Address:
.....
..... Postcode:

Daytime Contact Tel. Number:

E-mail Address:

Please indicate your relationship to the child by ticking one of the following:

Mother ☐ Father ☐ Step-parent ☐ Carer ☐ Social Worker ☐

LA foster carer ☐ Private foster carer ☐ Other ☐

If Other, please state relationship to child

Are there court proceedings in place which effects your right to apply for a school place? Yes ☐ No ☐

Do all those with parental responsibility agree to this request? Yes ☐ No ☐

Is your child from a UK Armed Forces or crown servant family? Yes ☐ No ☐

Is your child currently in the care of a Local Authority? Yes ☐ No ☐

If yes, please state which Local Authority and name of Social Worker:

.....

Please provide a letter from the social worker stating that the local authority agrees with the application for a change of school place.

Has your child previously been in local authority care but immediately after being in care became subject to an adoption, child arrangements order, residence order or special guardianship order? Yes ☐ No ☐

If yes, your application must be supported with documentary evidence

(Please see guidance notes on the reverse of the application for a list of acceptable forms of evidence)

Does your child have an Education Health Care (EHC) Plan? Yes ☐ No ☐

Is your child Permanently Excluded? Yes ☐ No ☐

Is your child an asylum seeker or refugee? Yes ☐ No ☐

Name of Pupil's Current or last School attended: **(PLEASE DO NOT LEAVE BLANK)**

.....

SIBLING LINK - (an older brother or sister attending the school at the same time and residing at the same address, to include adoptive siblings, half siblings, step siblings and long term fostered children,).

If yes, please give details below.

Name of Sibling	Date of Birth	School Attending

SECTION B – SCHOOL PREFERENCES

Please write in order of priority which school(s) you would prefer your child to go to; you must only include schools in **SOUTH TYNESIDE**. We strongly advise that you name more than one school.

Name of School(s)		Reasons for Preference(s)
1.		
2.		
3.		

Please state the date you wish your child to start (if a place is available). Applications for a September start can only be submitted from the 1st June onwards.

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PLEASE NOTE

BEFORE SUBMITTING YOUR REQUEST TO THE LOCAL AUTHORITY, YOU MUST DISCUSS THE TRANSFER WITH A HEAD TEACHER OR A REPRESENTATIVE FROM YOUR CHILD'S CURRENT SCHOOL. IF THE TRANSFER IS WITHIN SOUTH TYNESIDE, YOU **MUST** ASK THEM TO COMPLETE SECTION BELOW

Date of Interview/discussion with parent/carer

School representative signature

.....

School representative name and job title (please print)

.....

PUPILS SHOULD CONTINUE TO ATTEND THEIR CURRENT SCHOOL UNTIL THE REQUEST FOR TRANSFER IS AGREED AND AN ADMISSION DATE IS AGREED

SECTION C - Evidence of Religious Denomination and Faith

Only complete this section if you are applying for a place at a Roman Catholic School.

Religious Denomination/Faith of Pupil:
Approximate Date of Pupil's Baptism/Ritual:
Name and Address where Baptism/Ritual took place:
Date and Place of First Communion (if relevant):
Name of Parish in which you live:
Name of Parish Church attended: (if different from above)
.....

Applicants stating that they are baptised Catholic or have been received into the Catholic Church may be asked to provide a copy of one of the following.

Please tick to show which documents you have:

- ☐ Copy of Baptismal Certificate
- ☐ Copy of 1st Holy Communion Certificate or proof of acceptance
- ☐ A Supportive Statement from a Minister of Religion

If your child is not baptised Catholic but is a dedicated member of a Christian Church affiliated to Churches Together in England or Britain and Ireland, you may be asked to provide either a certificate of christening or a signed and dated letter of support from an appropriate Minister of Religion.

If your child belongs to a faith other than the Christian faith, you may be asked to provide a signed and dated letter of support from your faith leader (or authorised representative).

Please note that you may send a copy of your additional documents by e-mail to school.admissions@southtyneside.gov.uk (ensure your child's name and date of birth is clearly identified).

SECTION D- PRIVACY NOTICE AND DECLARATION

By submitting this application form I can confirm that I have parental responsibility for this child and I give permission to the School Admissions Team, to collect and retain information about me for the purpose of processing my application for a school place.

For the purposes of the Data Protection Act, South Tyneside Council is the Data Controller. The personal information you have provided on this will form will be used to progress your request for a school place in South Tyneside. Your personal information will not be shared with third parties unless we are legally obliged to do so or have gained your consent to. Your personal information will be kept secure and held for the current academic year plus six years. For a full version of our privacy notice, please visit www.southtyneside.gov.uk/schooladmissions. If you wish to access the personal information that we hold you should contact South Tyneside Council Information Governance, data.protection@southtyneside.gov.uk. Telephone 0191 424 6539.

Your Full Name (please print):

Your Signature:

Date:

Please can you provide details below of anybody else with parental responsibility. By confirming, this/these person(s) will also have access to information regarding your child's application.

Full Name(s) (please print):

Relationship to child):

Guidance Notes- In Year Admissions

In Year admissions are those that occur other than at the normal time of entry to school. You can submit only one application form for consideration. The application must state preferences in the South Tyneside area ONLY. In Year admissions are not co-ordinated with neighbouring local authorities. The local authority is unable to process applications for schools where the date that the place is required from, is more than 2 months from the date of the application (UK Armed Service and Crown Personnel are exempt). Children who are not resident in the UK but have intention to enter the country may be asked to provide proof.

Will a Move Really be in my Child's Best Interest?

In the case of house moves or exclusion, a move of schools may be unavoidable. At other times your application to change a child's school will need careful consideration. It is vital that parents consider the effect on their child(ren) if they are considering changing schools. The last two years of Secondary School (years 10 and 11), when pupils prepare for their GCSE and other public examinations, are particularly important. It is generally considered that changing schools at this stage should be avoided, if possible, because it might have a damaging effect on the examination results a pupil may achieve. At public examination level, schools do not always offer the same combination of subjects and syllabi. Examination requirements can also differ as schools do not all use the same examination boards. Problems may arise in subjects involving course work that must be sent to examination boards by set dates, and pupils who have not completed essential course work may be unable to complete the examination. Sometimes a change is considered because there has been a disagreement between the parents or child(ren) and school. There are very few differences that cannot be resolved if an issue is discussed openly and reasonably between the school and parent. Parents are encouraged to settle any differences with schools and only move their child(ren) to another school as a last resort.

Bullying in schools

It is a statutory responsibility for all schools to have an Anti-Bullying Policy. This Policy will explain how they will respond to all reported incidents. If you are worried or concerned about bullying issues, or your child has reported bullying to you, it is important that you make contact with the Head Teacher of the school, who will ensure a member of staff follows up your enquiry, as outlined in their schools policy. Schools will endeavour to meet with you to discuss your concerns so that they can work with you and your child to resolve the issues. If the matter remains unresolved the next step would be to refer the matter through the schools complaints procedure, which would involve the Schools Governing Body.

The Procedure

The same admission arrangements apply to children moving between schools as those starting for the first time, and admission is dependent on the availability of places. If there are places available, the start date will be agreed between the parent/carer and the school; it may not be immediate but would normally be within 20 school days. If a school is going through an organisational change, and increased numbers of pupils are moving to a different school, pupils will be admitted to the new school at the start of each half term. In general, it is unwise to withdraw a child from one school before you have made satisfactory arrangements for admission to another and it is expected that your child will continue his/her school.

Address

When considering an application for a school place, the address of the Parent/Carer with whom the child normally resides for the majority of the time will be taken into account. If the address on your application form is not your child's normal address, you must provide a Residence Order, issued by a court, if you wish that address to be considered. You should be aware that each Admission Authority reserves the right to seek proof of address and to withdraw an offer of a place if inaccurate information or address is given on the application form. If you change your address after the submission of the form you must contact us in writing immediately, we may ask for proof of your new address.

Evidence of Looked after Status

If your child has been previously in care then subject to an adoption, child arrangements order, residence order or special guardianship order then we would require documentary evidence to support this. Acceptable evidence would be adoption certificates (referencing section 12 of the Adoption Act and Section 46 of the Children's Act), child arrangement orders, any special guardianship order that mentions section 14A, any residence order issued prior to 22/04/14 after care proceedings, written confirmation from assigned social worker, any order saying child is currently in public care and any order saying child was formerly in public care.

Contact Telephone Numbers

For advice on the admission arrangements or process, please contact the School Admissions Team on 0191 424 7704 or email school.admissions@southtyneside.gov.uk

Contacts in Other Local Authorities

You can seek advice about admission to schools in neighboring Local Authorities on the following telephone numbers:

Gateshead Local Authority:	0191 433 2756
North Tyneside Local Authority:	0191 643 8724
Sunderland Local Authority:	0191 520 5553

By completing this application form, you give South Tyneside Council permission to collect and retain information about you for the purpose of processing your application for a school place. The School Admissions Team may check the information you have provided with other information held by the Council. South Tyneside Council will not disclose information about you to anyone else without your consent, unless we are required to do so by law. South Tyneside is the Data Controller for the purposes of the Data Protection Act 1998. This Council is under a duty to protect the public funds it administers, and may use the information you have provided on this form for the prevention and detection of fraud. It may also share the information with other bodies responsible for auditing or administering public funds for these purposes.