

Secondary School In Year Transfer Form

Wigan
Local Authority

Guidance Notes

How do I apply?

Wigan Council is responsible for co-ordinating admissions into all secondary schools in the Wigan area except for Fred Longworth High School*. This includes:

- Parent/carer wishing to change their child's school from one school to another school within the Wigan Borough
- Parent/carer who have arrived into the Wigan Borough requiring a school place for their child
- Parent/carer wishing to move from an independent school to a school maintained by the council

Is there an application form I need to complete?

This is the application form that the parents/carers will be required to complete when requesting admission to a new school is in this booklet. There are two parts to the application. For applications to secondary school the application form (part 1) must be completed by the parent/carer and the information section (part 2), also in this booklet, should be completed by the Head Teacher of your child's current school.

You must ensure your child's continued attendance at their current school whilst your application is being considered, however it is recognised that for families who have moved into Wigan this may not always be possible. You must in **all** circumstances inform the Head Teacher at their previous school of the arrangements you are making. **They will need to fill in part 2 of the application form** before you can submit your application.

Children with an Educational Health and Care Plan (EHCP)

In-year applications for such children are considered separately. Where your child has an Educational Health Care Plan, please complete the application form. If you are new to the area it is important to tell the local authority where you are coming from that you are moving to Wigan. This will allow them to send your child's details to the Wigan Special Education Needs (SEND) team.

Please return your completed form, that is, both parts 1 and 2 to:

**School Organisation Team
Wigan Council
PO Box 100
WN1 3DS**

Or

Via email: secondaryinyeartransfers@wigan.gov.uk

What should I consider?

Some of the things which you must think about if you are considering a change of school for your child are:

Behaviour:	Some parents/carers want to change schools because they think their child's behaviour will improve with a change of school. Changing school does not always lead to improvements in a child's behaviour. This is because there are many reasons for the poor behaviour. It is more important for everybody to work together in trying to address and resolve the difficulties that are causing the poor behaviour.
Bullying:	Sometimes a change of school is considered because 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. Moving school without confronting the problem may help in the short term but in the long run it may not help your child to understand that the bullies need to be challenged.
Disagreement with the school:	Occasionally, there might be a disagreement between a parent/carer and a school. Changing a school for such a reason, even though your child may be happy at school, is not always a good idea. Instead, we suggest that parent/carers do everything possible to resolve the differences.
Curriculum:	Parents/carers whose children are in years 9, 10 and 11 need to be aware that a new school may not exactly match a child's existing curriculum commitments and a change of school during the school year can disrupt a child's education. Schools do not always follow the same curriculum or are up to the same stage of a curriculum as other schools. Moving your child's school during these year groups can seriously negatively affect their exam results. An application to change schools in year 11 will only be considered in exceptional circumstances.
Uniform:	A change of school will mean a new set of uniform for your child. Very few parents/carers are entitled to support towards uniform costs and but for those who are eligible, a second grant to purchase the new school's uniform is not available.
Travel to school:	A change of school may lead to travel difficulties, both in getting your child to school and in disruption to your own day-to-day schedule. The Council provides assistance with travelling to school in very limited circumstances and so you may find that you will have to cover the costs of getting your child to a new school. You can view the policy here https://www.wigan.gov.uk/Resident/Education/Home-to-school-travel/Home-to-school-travel.aspx
Peer group/friends:	A change of school means having to make new friends. Peer groups and friends can have a positive and negative influence. You should think carefully about the effects of moving schools because some other pupils are having a negative influence on your child. It is often better to work with the current school to address matter. Moving a child away from an established peer group may adversely affect achievement and well-being.

Application form

Date received by Wigan Local Authority:

Part 1: to be completed by parents/carers seeking admission to a Wigan secondary school*

There are two stages to the process, and you need to fully complete all sections of this form to prevent delay. Incomplete forms may be returned.

Child's first name:

Child's surname:

Date of birth:

Gender:

Child's home address

This must be the child's normal place of residence

Current address:

Date moved into this home: _____

Previous address: (if you are moving schools because of a change of address or you have moved within the last 12 months)

Current school:

If not currently at a school please put the last school and date attended:

Name and address of last school:

Tel No:

Local Authority:

To be completed only if you are moving house

If you are moving house, please confirm the date you will move into your new property. ____ / ____ / ____

We may ask for evidence of where you live.

Reason for your transfer request

Why are you applying to transfer school?

Please select:

- Moving house within the borough
- Moved into the borough
- Recently moved to the UK
- Brothers and sisters at preferred school (name/date of birth)

.....

- Advised to move by current school
- Unresolved issues with current school
- More information
- Distance to travel (only complete if you have moved house)
- Other

.....

Has your child been suspended from school, or suspended for a fixed period within the last two years? If yes, please indicate which schools(s) and what date(s) they were suspended.

Do you think your child is at risk of permanent exclusion? YES / NO

If yes, please explain why:

Your decision to change schools **must** be discussed with your child's current school? Has this happened? **Yes / No**

What was the outcome of this discussion and who did you speak to?

Have you had any assistance in completing this form?

Yes

No

If yes, please state from whom

Does your child have an Educational Health Care Plan?

Yes No

If yes, you must contact the SEND Team of your home authority.

Is your child Looked After by a local authority (often known as 'In Care') Yes No

If yes, which local authority:

Was your child previously looked after? Yes No

Was your child adopted from state care outside of England? Yes No

If yes, you will need to provide evidence to support this. Submit this with your application to the address detailed on page one (please send photocopies).

Adoption Order Residence Order Special Guardianship Order

Is your child in a formal kinship care arrangement? Yes No

If yes, please provide further details:

Does your child have a social worker?

Name: Tel No:

Is there anything else you would like to make us aware of which may be relevant to your application?

Please state three different schools that you would consider for transfer in order of preference, and reasons for the preference:

- 1.
.....
- 2.
.....
- 3.
.....

Why do you feel that one of the above preferences would be better for your child?

(Please continue on a separate sheet if necessary).

Parent/carer details

Title: Mr / Mrs / Miss / Dr / Other

First name:

Surname:

Contact tel no:

Email address:

Disclaimer:

The information provided on this form will be processed in accordance with the Local Authority's School Admissions and Appeals Service Privacy Notice. Information will be treated as confidential and will be used only for the purpose of processing you child's application for a school place in accordance with the School Admissions Code 2014.

The Privacy Notice is in line with our duties as set out in the Data Protection Act 2018 and GDPR. The legislation gives rights to those individuals whose data is held.

These include:

- The right to request access to the data that is being held by contacting the Council Data Protection Officer – dataprotectionofficer@wigan.gov.uk
- The right to request the reason why the data is being held and what it is being used for.
- The right to request data to be removed (although without the information, your application for a school place cannot be processed).
- The right to request the Local Authority to correct or amend any incorrect information.
- The right to know who the data may be shared with.
- The right to know how long the data can be held before it is destroyed.

A copy of the full Privacy Notice is available by visiting www.wigan.gov.uk

By signing this declaration, you are declaring that you have read and understood the terms of the notice.

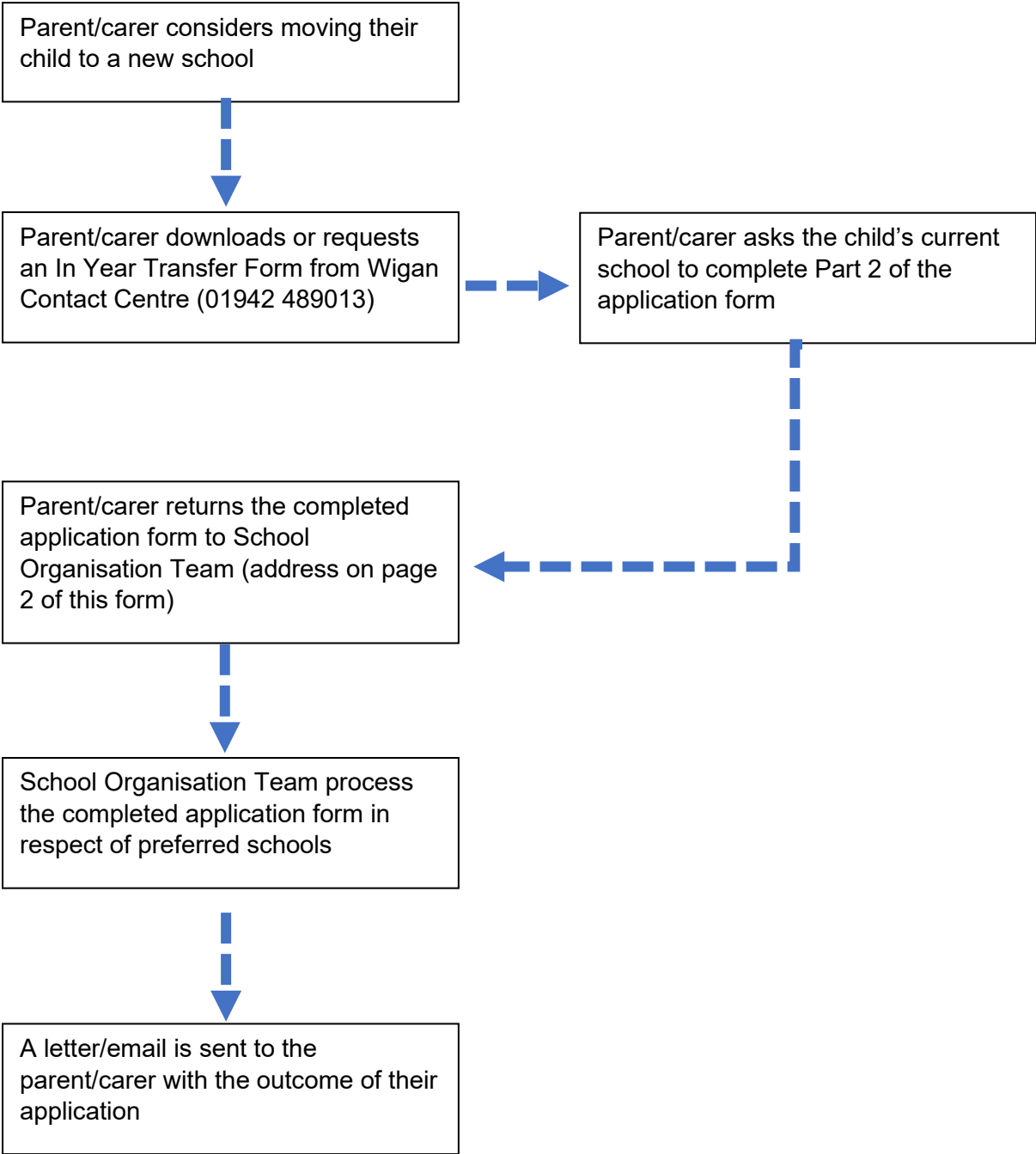
I confirm that I have parental responsibility and/or care of the child, and that the child lives with me.

My relationship to the child is:

Name of Applicant:

Signature: **Date:**

Secondary Application Process



Part 2

This form must be completed and signed by the Head Teacher in the school that your child currently attends/attended. Once completed it must be returned together with part 1 of this form.

Parent/carers must not complete this section

For school to complete:

Once this form has been completed and signed by the Headteacher, the parent will submit the form to the School Organisation Team. The school must send the relevant documents listed below to the School Organisation Team at **secondaryinyeartransfers@wigan.gov.uk**.

Schools must also share this information with parents on request.

1. Attendance information
2. Behaviour conduct log
3. Fixed term exclusion record
4. Educational Health Care Plan (if applicable)
5. Copy of last school report

Please answer all questions fully and indicate 'not applicable' where appropriate.

Current school:

UPN:

School requesting:

Name of parents:

Address:

Tel no:

Ethnicity:

Language spoken:

HEADTEACHER DECLARATION

I met with the parents on ____/____/____

Are you aware of the parent's reasons for changing school? If so please explain below:

Do you support this transfer of school? Yes / No

Reason:

Signed: _____

Date: _____

Special Educational Needs and Medical information

EHCP status

Date of last EHCP meeting:

Date of last review:

Are you aware of additional needs in any of these areas?

Please indicate and comment

Hearing:

Yes No

Vision:

Yes No

Speech and language:

Yes No

Specific learning difficulties:

Yes No

Autistic Spectrum Disorder:

Yes No

Attention Deficit Hyperactivity Disorder:

Yes No

Other (please specify):

Support Services Involvement

Please indicate and give the contact name and dates of intervention(s)

Targeted Education Support Service (TESS)

Child and Adolescent Mental Health Services (CAMHS)

Education Psychology Service (EPS)

Targeted Youth Support Service (TYSS)

Engagement Centre

Attendance Services

Start Well

Social Care

Special Educational Needs and Disability Service (SENDS)

Speech and Language Team (SALT)

Occupational Therapy (OT)

Virtual School Team (VST)

Special Educational Needs and Disability Information Advice and Support Service (SENDIASS)

Paediatrician

Alternative provision

Wellbeing Centres – Early Years

Learning profile

Most recent progress data and any additional profiling

Behaviour profile

How does the child behave in school?

Does the child exhibit any inappropriate behaviour in school? If yes, please comment Yes No

What behaviour strategies has the school used? (if applicable)

Has the child had any fixed term suspensions in the last 12 months?

Risk to self or others (please attach risk assessment if appropriate)

Emotional/Social profile

Self esteem

Ability to reflect on own behaviour

Communication/co-operation skills

This form must only be signed by the Head Teacher

A meeting with the parent took place on __/__/__

Signed: _____ (Head Teacher)

I agree with this application for transfer of school YES/NO

Head Teacher:

School:

Date: