



## In Year Secondary School Transfer Form

### Guidance Notes

If you live in the borough of Bury and wish to apply for your child to transfer secondary school, the application process is in two parts.

1. An Application Form which should be completed by the parent/carer; and
2. An Information Pack which should be completed by the head teacher of your child's current school (with the exception of those families moving from a foreign country).

**Failure to ensure all sections of these forms are completed and all requested paperwork is provided, will result in the form being returned for completion which will delay the application.**

The completed Application Form and Information Pack should be returned to:

In Year Fair Access

3 Knowsley Place

Duke Street

Bury

BL9 0EJ

Or via email to [iyfap@bury.gov.uk](mailto:iyfap@bury.gov.uk)

If your child has an Educational, Health & Care Plan, this application must be directed to :

SEN Team

3 Knowsley Place

Duke Street

Bury

BL9 0EJ

Or via email to [senteam@bury.gov.uk](mailto:senteam@bury.gov.uk)

If you are applying for Bury Church of England High School, please contact the school directly for their application form.

# Things to consider

Transferring schools mid-year can often be disruptive and detrimental to a child's education and where possible we would recommend that your child remains at their current placement. Before taking the decision to transfer your child, please ensure you have done everything possible to try and resolve the situation; and considered the points below.

- |                 |   |
|-----------------|---|
| Behaviour       | Changing secondary school can sometimes help to improve a pupil's behaviour but this is not always the case. There are many reasons for poor behaviour and it is important everybody works together in trying to address and resolve the difficulties. Consider how much support your child currently receives at their present school and if moving might jeopardise that.   |
| Bullying        | All schools have anti-bullying policies and can often resolve issues if given chance. Before making the decision to transfer your child, which can in itself be disruptive, consider if school have been given the opportunity to rectify the situation.  |
| Disagreements   | If your disagreement is with someone with in the school, please allow them the opportunity to put things right.   |
| Years 9,10 & 11 | Parents/carers with children in years 9, 10 and 11 need to be aware that a new school may not be able to exactly match a child's existing curriculum or offer the same subject options. Even if subjects can be matched up, exam boards may differ meaning the syllabus may be different and work your child has already be completed may be irrelevant. This can result in a child having to catch up with months or full academic years of school work in order to catch up to their new peers. |
| Uniform         | A change of school will mean a change of uniform for your child; there is no uniform grant to assist with costs available in Bury.  |
| Travel          | Consider how your child will travel to their new school and the disruption to your schedules and additional cost this may cause.  |
| Peer groups     | If your transfer of secondary school is due to the negative impact from peers, you should consider that there are also negative implications to transferring schools. It is often better to work with the current school to address matters before moving a child away from an established friendship group. Schools have excellent tools to resolve broken friendships and we would advise this is considered in the first instance.   |

# Application Form



Date received by LA:

Child's first name  
Child's surname  
Child's date of birth MALE / FEMALE

Child's home address  
*You must apply to the authority where you live.*

Length of time at this address? \_\_\_\_Yrs \_\_\_\_Months  
If you are moving to the above address, what is your move date?  
\*\*Please provide a *copy* of your rental / purchase agreement for your new address.

Parent details:  
Mr / Mrs / Ms / Other \_\_\_\_\_  
First name \_\_\_\_\_ Surname \_\_\_\_\_  
Tel number \_\_\_\_\_ Email address \_\_\_\_\_  
Address if different from pupil's address

Please state in order of preference, the 3 schools you would consider for transfer

⇒ \_\_\_\_\_  
⇒ \_\_\_\_\_  
⇒ \_\_\_\_\_

Current / previous school

⇒ Name \_\_\_\_\_  
⇒ Address \_\_\_\_\_  
\_\_\_\_\_

⇒ Tel no \_\_\_\_\_  
⇒ Date last attended \_\_\_\_\_

Any other previous secondary schools

- ⇒ Name \_\_\_\_\_
- ⇒ Address \_\_\_\_\_  
\_\_\_\_\_
- ⇒ Tel no \_\_\_\_\_
- ⇒ Date last attended \_\_\_\_\_

Has your child been permanently excluded from any school?

If yes - from which school? \_\_\_\_\_

When? \_\_\_\_\_

Reason for exclusion \_\_\_\_\_

Does your child have any medical conditions or concerns that could impact on their education?  
Please give details

Does your child have a Statement of Special Educational Needs / Education Health Care  
Plan?

If yes, when was this plan put in place

If yes, how many hours support does your child receive?

Is your child new to the United Kingdom?

If yes:

⇒ Please indicate your child's date of arrival \_\_\_\_\_

⇒ Does your child speak English?

⇒ What is your home language? \_\_\_\_\_

⇒ In which country did your child last attend school? \_\_\_\_\_

\*\* If the child is an asylum seeker, please provide a **copy** of their passport or home office papers  
for confirmation \*\*

**Originals cannot be returned.**

Siblings:

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Year Group \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Year Group \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Year Group \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Year Group \_\_\_\_\_

Please submit a separate application form for each child.

For primary school age children you should contact school admissions for a form on

0161 253 6474

Is your child Looked After by a Local Authority (In Care)?

If yes, please state which Local Authority \_\_\_\_\_

Please supply the last two PEPS and any relevant SEN information

Is your child subject to a Child Arrangement Order or Special Guardianship Order

Is your child privately fostered?

(Private fostering is when a child under the age of 16 is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a carer for 28 days or more).

Is there a social worker involved with your child / family?

If yes, please give details: NAME \_\_\_\_\_

Tel no \_\_\_\_\_ Mobile \_\_\_\_\_

Please indicate if any of the following agencies are now involved, or ever have been involved with the family or child.

Social Services Dates to \_\_\_\_\_ from \_\_\_\_\_

Educational psychology Assessment done

Youth offending Give details

Healthy Young Minds (CAMHS) Dates to \_\_\_\_\_ from \_\_\_\_\_

Other agencies Give details

What religion is your child \_\_\_\_\_

Ethnic Origin Background, please select

White British

Pakistani

White Irish

Bangladeshi

White Traveller or Irish Heritage

Other Asian Background

White Gypsy / Roma

Black Caribbean

Other White Background

Black African

White & Black Caribbean

Other Black Background

White & Black African

Chinese

White & Asian

Arabic

Oher Mixed Background

Other Ethnic Group

Indian

Prefer not to say

Please give your reasons for wanting to transfer secondary schools

Continue on a separate sheet if necessary

If your request to transfer secondary school is down to unresolved issues at the current school, please give details of attempts made to resolve these issues.

Continue on a separate sheet if necessary

If your child has selected their option subjects, please list them below

Subject \_\_\_\_\_

Subject \_\_\_\_\_

Subject \_\_\_\_\_

Subject \_\_\_\_\_

Is it important to your child that they continue any of these subjects

If YES, please detail which \_\_\_\_\_

If YES, would you accept a school other than those you have detailed if they can offer your child's preferred subjects?

Parent details:

Mr / Mrs / Ms / Other \_\_\_\_\_

First name \_\_\_\_\_

Surname \_\_\_\_\_

**DECLARATION OF PARENT OR CARER (this must be signed in all cases)**

**I declare that all the information I have provided to support this application to school is correct and complete. I understand that any school place offered on the basis of fraudulent or intentionally misleading information may be withdrawn. I also consent to this information being shared with the Independent School Admissions Appeal Panel Members, the school I am appealing for and other officers involved in the process.**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

# School Information Pack



This form must be completed and signed by the head teacher in the school that your child currently attends / last attended. Once completed, it must be returned together with the application form by the school.

**Parents / carers must not complete any part of this school information pack**

For school information

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

Once the form has been completed and signed by the head teacher, please attach relevant documents.

Attendance certificates	Attached
Behaviour conduct log	Attached
Exclusion record	Attached
Education and Health Care plan	Attached
Latest school report	Attached

Student name \_\_\_\_\_ Date of Birth \_\_\_\_\_

School year \_\_\_\_\_ UPN \_\_\_\_\_

Were you aware of the reasons for this application to transfer secondary school?

If yes, please detail below along with details of any attempts made to resolve any issues.

Please give subject details below

Subject \_\_\_\_\_ Exam Board \_\_\_\_\_ Current Grade \_\_\_\_\_

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Subject \_\_\_\_\_ Exam Board \_\_\_\_\_ Current Grade \_\_\_\_\_

Subject \_\_\_\_\_ Exam Board \_\_\_\_\_ Current Grade \_\_\_\_\_

Subject \_\_\_\_\_ Exam Board \_\_\_\_\_ Current Grade \_\_\_\_\_

SEN status

Date of last EHCP review \_\_\_\_\_

Is there an EHFSP in place

If yes, date commenced \_\_\_\_\_

Date of next review \_\_\_\_\_

Is there any external service involvement, if yes, please provide named worker and details

Youth Offending

Educational Psychologist

Healthy Young Minds

Education Welfare

Alternative Provision

Is the family at Child In Need

Date of next review \_\_\_\_\_

Is the family at Child Protection

Date of next core group \_\_\_\_\_

Current years attendance \_\_\_\_\_%

Has there been any attendance intervention

If yes, please give details

Has there been any behaviour intervention

If yes, please give details

Please detail any exclusions

Permanent	Date	Reason
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Fixed	Dates	Reasons
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**THIS FORM MUST BE SIGNED BY THE HEAD TEACHER / AUTHORISED SIGNATORY**

Signed \_\_\_\_\_ Name \_\_\_\_\_

Designation \_\_\_\_\_ Date \_\_\_\_\_

School stamp: