



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

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

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 *please delete

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? YES / NO

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? YES / NO *please delete

If yes:

⇒ Please indicate your child's date of arrival _____

⇒ Does your child speak English? YES / NO *please delete

⇒ 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)? YES / NO *please delete

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

YES / NO *please delete

Is your child privately fostered? YES / NO

(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? YES / NO

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 YES / NO Dates to _____ from _____

Educational psychology YES / NO Assessment done YES / NO

Youth offending YES / NO Give details

Healthy Young Minds (CAMHS) YES / NO Dates to _____ from _____

Other agencies YES / NO Give details

What religion is your child _____

Ethnic Origin Background, please tick

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

Other 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 YES / NO

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? YES / NO

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** _____

SEN status	EHCP	K	None
Date of last EHCP review	_____		
Is there an EHFSP in place	YES / NO		
If yes, date commenced	_____		
Date of next review	_____		

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

Youth Offending	YES / NO		
Educational Psychologist	YES / NO		
Healthy Young Minds	YES / NO		
Education Welfare	YES / NO		
Alternative Provision	YES / NO		
Is the family at Child In Need	YES / NO	Date of next review	_____
Is the family at Child Protection	YES / NO	Date of next core group	_____

Current years attendance _____%

Has there been any attendance intervention YES / NO

If yes, please give details

Has there been any behaviour intervention YES / NO

If yes, please give details

Please detail any exclusions

Permanent	YES / NO	Date	Reason
Fixed	YES / NO	Dates	Reasons

THIS FORM MUST BE SIGNED BY THE HEAD TEACHER / AUTHORISED SIGNATORY

Signed _____ Name _____

Designation _____ Date _____

School stamp: