

#### 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 ehc@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?YrsMonths	
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 addres	SS.
Parent details:	
Mr / Mrs / Ms / Other	
First nameSurname	
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	
$\Rightarrow$ Address	
⇒ Tel no	
⇒ Date last attended	

Any other pr	evious secondary schools		
⇒ Name			
⇒ Address			
⇒ Tel no			
⇒ Date las	st attended		
Has your chil	d been permanently excluded from any	v school?	
	which school?		
	xclusion		
	ild have any medical conditions or cond	corns that could impact or	their education?
Please give d	-		
	ild have a Statement of Special Educat	ional Noode / Education H	aalth Caro
Plan?	ild have a Statement of Special Educat		
-	was this plan put in place		
-	was this plan put in place	city of	
If yes, now n	nany hours support does your child rec	eiver	
Is your child	new to the United Kingdom?		
If yes:			
$\Rightarrow$ Please i	ndicate your child's date of arrival		
$\Rightarrow$ Does yo	our child speak English?		
$\Rightarrow$ What is	⇒ What is your home language?		
$\Rightarrow$ In which	n country did your child last attend scho	ool?	
** If the child for confirmat	d is an asylum seeker, please provide a ion ** O	a copy of their passport or Originals cannot be returne	
Siblings:			
Name	Date of Birth	Year G	Group
Name	Date of Birth	Year G	Group
Name	Date of Birth	Year G	Group
Name	Date of Birth	Year G	Group
	Please submit a separate appli	cation form for each child	
For primary	school age children you should contact 0161 253 647		orm on

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 s	SEN information
Is your child subject to a Child Arrangement Order	r or Special Guardianship Order
Is your child privately fostered?	
(Private fostering is when a child under the age of ent or a 'close relative'. This is a private arrangem days or more).	, , , , , , , , , , , , , , , , , , , ,
Is there a social worker involved with your child / $^{\circ}$	family?
If yes, please give details: NAME	
Tel no Mob	ile
Please indicate if any of the following agencies are the family or child.	now involved, or ever have been involved with
Social Services	Dates tofrom
Educational psychology	Assessment done
Youth offending	Give details
Healthy Young Minds (CAMHS)	Dates tofrom
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 child's preferred subjects?	offer your

Parent details:	
Mr / Mrs / Ms / Other	
First name	
Surname	
DECLARATION OF	PARENT OR CARER (this must be signed in all cases)
school is correct and con basis of fraudulent or int so consent to this inform	ormation I have provided to support this application to plete. I understand that any school place offered on the intionally misleading information may be withdrawn. I al- ation being shared with the Independent School Admis- ers, the school I am appealing for and other officers in-
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. <b>Parents / carers must not complete any part of this school information pack</b>	

For school information			
Please answer all questions fully and indica	te "not applicable" where appropriate.		
Once the form has been completed and sig documents.	ned by the head teacher, please attach relevant		
Attendance certificates	ertificates 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			
Ware you aware of the reasons for this app	lication to transfer accordant school?		
	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.		
if yes, please detail below along with detail	s of any attempts made to resolve any issues.		
Please give subject details below			
	d Current Grade		
Subject Exam Boar			
Subject Exam Boar	d Current Grade		
Subject Exam Boar	rd Current Grade rd Current Grade		
Subject Exam Boar Subject Exam Boar	rd Current Grade rd Current Grade rd Current Grade		
Subject Exam Boar	rd Current Grade   rd Current Grade   rd Current Grade   rd 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	t	Date of next review
Is the family at Child Protecti	ion	Date of next core group
Current years attendance	%	
Has there been any attendan		
If yes, please give details		
,, p		
lles there have say helesion		
Has there been any behaviou	ir intervention	
If yes, please give details		
Please detail any exclusions		
Permanent	Date	Reason
Fixed	Dates	Reasons
		EAD TEACHER / AUTHORISED SIGNATORY
Signed		Name
Designation		Date
School stamp:		