

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 *please delete
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 address.
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
⇒ Address
⇒ Tel no
\Rightarrow Date last attended

Any other	previous secondary schools		
⇒ Name	e		
⇒ Addre	ess		
⇒ Tel n	o		
⇒ Date	last attended		
Has vour c	child been permanently excluded from a	ny school? YES / NO	
-		, , ,	
When?			
Reason for	r exclusion		
	shild have any medical conditions or or		their education?
Please give	child have any medical conditions or co e details	oncerns that could impact of	n their education?
_			
	child have a Statement of Special Educ	ational Needs / Education H	lealth Care Plan?
	en was this plan put in place		
If yes, hov	w many hours support does your child re	eceive?	
Is your chi	ild new to the United Kingdom?	YES / NO *please de	elete
If yes:			
\Rightarrow Pleas	e indicate your child's date of arrival		
\Rightarrow 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 c for confirm	child is an asylum seeker, please providenation **	e a copy of their passport o Originals cannot be return	• •
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 ap	plication form for each child	l.
For prima	ary school age children you should cont 64	act school admissions for a 74	form on 0161 253

Is your child Looked After by	a Local Authority	y (In Care)? YES / NO *please delete
If yes, please state which Lo	cal Authority	
Please supply the last two P	EPS and any relev	vant SEN information
Is your child subject to a Ch	ild Arrangement (Order or Special Guardianship Order
YES / NO *please delete		
Is your child privately foster	ed? YES / NO	
. 5	-	ge of 16 is cared for by someone who is not their par- ngement made between a parent and a carer for 28
Is there a social worker invo	lved with your ch	ild / family? YES / NO
If yes, please give details:	NAME	
Tel no		Mobile
Γ		
Please indicate if any of the the family or child.	following agencies	s are now involved, or ever have been involved with
Social Services	YES / NO	Dates tofrom
Educational psychology	YES / NO	Assessment done YES / NO
Youth offending	YES / NO	Give details
Healthy Young Minds (CAMHS)YES / NO		Dates tofrom
Other agencies	YES / NO	Give details
What religion is your child		
Ethnic Origin Background, p	lease tick	
White British		Pakistani
White Irish		Bangladeshi
White Traveller or Irish Heri	tage	Other Asian Background
White Gypsy / Roma		Black Caribbean
Other White Background		Black African
White & Black Caribbean		Other Black Background

- White & Black African
- White & Asian
- Oher Mixed Background
- Indian

- Other Black Background
- Chinese
- Arabic
- Other Ethnic Group
- 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 o preferred subjects? YES / NO	ffer your child's

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 inte so consent to this inform	prmation I have provided to support this application to plete. I understand that any school place offered on the ntionally 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
Signed	Date

School Information Pack



This form must be completed and	signed by the head	teacher in the sc	hool that your child
currently attends / last attended.	Once completed, it	must be returned	d 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 full	y and indicate "not applic	cable" where appropriate.
Once the form has been comple documents.	eted and signed by the he	ead teacher, please attach relevant
Attendance certificates	Attached	
Behaviour conduct log	Attached	
Exclusion record	Attached	
Education and Health Care plar	h Attached	
Latest school report	Attached	
Student name	Date	of Birth
School year	UPN	
Were you aware of the reasons	for this application to tra	ansfer secondary school? YES/NO
		mpts made to resolve any issues.
	-	. ,
Please give subject details belo	W	
Subject	Exam Board	Current Grade
Subject	_ Exam Board	Current Grade
Subject	_ Exam Board	Current Grade
Subject	_ Exam Board	Current Grade
Subject	_ Exam Board	Current Grade
Subject	_ Exam Board	Current Grade
Subject	_ Exam Board	Current Grade
Subject	Exam Board	Current Grade

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:	