

In Year Application Form - Primary School

Only parents/carers of children resident in Calderdale should complete this form. Please ensure you have read the 'Important Information' on the back page before you complete this form.

CHILD'S DETAILS

Surname	Forename
Date of Birth	Gender: Male/Female
Address	
	Postcode

The address given must be the child's permanent residence. We check addresses and you must expect that we may withdraw an offer of a school place if you give a false address.

First Language		Nationality	
When did your child arrive in this country?			
Does your child have a statement of special educational needs?		Is the child 'Looked After' (ie in public care)?	

Please indicate the reason for your application:

We have moved into Calderdale		Previous address and <u>move date</u>	
We are moving out of Calderdale		New address and <u>move date</u>	
We have moved within Calderdale		Previous address and <u>move date</u>	
We are not moving but wanting a different school			

Current/most recent school attended			
Have you discussed your reasons for wanting to move your child to a different school with your child's current school?			Y / N
Who have you talked to at your child's current school?			
Is your child currently registered at a school?	Y / N	Is your child attending school regularly?	Y / N
If your child is not attending regularly please explain why.			

SCHOOL PREFERENCES

Please list which schools you would like to apply for in order of preference.

First Preference	
Second Preference	
Third Preference	
Fourth Preference	
Fifth Preference	

Please provide details of any siblings currently attending your preferred school(s)

Siblings Name	Date of Birth	School Attending

REASON FOR REQUESTING NEW SCHOOL

Please provide reasons for requesting a new school place for your child.

Please indicate below if your child is on any of the following (tick if appropriate)

School Action	<input type="checkbox"/>	School Action Plus	<input type="checkbox"/>	Statemented	<input type="checkbox"/>
---------------	--------------------------	--------------------	--------------------------	-------------	--------------------------

Does your child have any medical or dietary needs?	YES / NO
---	----------

If yes please provide details

Please indicate below if any of the agencies listed are involved with your child and give details if appropriate

Support workers/agencies involved	Y / N	Contact name and telephone number
Allocated Social Worker		
Family Support Worker		
Education Welfare / ASD		
Family Intervention Team Worker		
Looked After Children Education		
Educational Psychologist		
CAMHS		
Youth Offending Team		
Other		

Are there any safeguarding issues regarding the child? YES / NO	Has the child been to any EOTAS provision (eg Pupil Referral Unit)? If yes please give dates attended. From.....Until.....
If yes please provide details	

If any of your **preferences** are for a Catholic School, please complete the following:

Has your child been baptised ?	Yes / No	Date of baptism	
Church and town where the child was baptised			

A copy of the baptismal certificate may be requested as proof of baptism

DECLARATION

I am aware that if a place can be offered at one of my preferred schools, a start date may be agreed for the beginning of the following academic term, if my child is already on roll at another school. I confirm that I have parental responsibility for this child and the above information is correct. I understand that incorrect or misleading information may lead to the offer of a school place being withdrawn.

Title	Surname	Forename
Relationship to child		Tel. No.
Signature		Date

Please return this completed form to **The Admission Team, Northgate House, Halifax, HX1 1UN**

In Year Application – Primary School

Important Information

Please read the following information before completing and submitting the In Year Application form.

A large number of requests for children to transfer school during the school term are received, but when children transfer school it can have a disruptive effect on their education and also the education of those children already on roll of the school you would like your child to attend.

It is very important for children to remain in their current school unless there are specific reasons why this cannot happen. For example, you may have moved a significant distance away from your child's current school and are unable to transport them.

If there are any issues with your child's current primary school, we ask that every possible step is taken to try and resolve these before a request is made to transfer schools. You can discuss your concerns with the class teacher, deputy head, head teacher or a member of the governing body and we will ask for evidence of this on the application form.

We hope that your concerns will be resolved satisfactorily and that your child will remain at their current school. However, if you have taken all relevant steps to address any issues and you still wish to apply for another school then we will endeavour to arrange a transfer, if there are vacancies at your preferred school(s).

If you require any further advice or guidance about resolving the matter at the school please contact:

- A member of staff at the current school or
- The Education Welfare Officer for your child's current school. The Education Welfare Team can be contacted on 01422 266125

If you still wish to pursue an alternative school place for your child, you should complete the In Year Application Form. Due to the limited number of places available (if any) parents are encouraged to express five preferences. Please complete the form fully so that a smooth transfer can be arranged.

*Please note: If any of your **preferences** are for a Church of England school and you wish for this application to be considered under a church affiliation category, please ensure that you complete a Supplementary Information Form (SIF) which must be signed by your parish priest.*

Before a decision is made, we may, if deemed necessary, request a report from the Education Welfare Officer and any other agencies relevant to your child's welfare.

I hope that you will take the time to consider carefully the impact moving your child may have. If you require advice or assistance, please contact the Admissions Team on 01422 392617 or email cyps.admissions@calderdale.gov.uk

If your child has a Statement of Special Educational Needs do not complete the In Year Application Form, please contact the Special Needs Team on 01422 394144.

Part B

To be completed by the current/previous school

Calderdale Metropolitan Borough Council
Children and Young People's Services

Part B of this form must be completed by your child's current/previous school before the application will be considered.

Student Name		Date of Birth	
Name of school			
Please indicate if the child is on the SEN register for the following			
School Action		School Action Plus	
		Statemented	
Please provide brief reasons:			

School attendance record – please attach any supporting/relevant documents			
Actual Attendance %		Possible Attendance %	
Authorised Absence %		Unauthorised Absence %	

Has the child been to any EOTAS or received 'extended school' provision?	YES/NO If yes, please provide information below:		
Date attended from		Until	
Name of provision attended			
Reason for attendance			

Is the child at risk of permanent exclusion?	YES/NO If yes, please provide details below:		
Has the child ever had any fixed term or permanent exclusion?	YES/NO If yes, please provide details below:		
If yes to either of the above, please provide dates, length, reasons for exclusion and whether fixed or permanent:			

Has the child been involved in any incidents that have given rise to concern?	YES / NO
If yes, please provide details:	

Have any supporting agencies been involved with the child/family, which may be relevant, please provide details of contact and reason below:		
Education Welfare	YES/NO	

Calderdale Metropolitan Borough Council
Children and Young People's Services

Behaviour & Attendance	YES/NO	
CAMHS / Family Support	YES/NO	
Youth Offending Team	YES/NO	
Social Services / LACE	YES/NO	
Connexions	YES/NO	
Educational Psychologist	YES/NO	
Other	YES/NO	

Does the pupil have any medical or dietary needs?	YES / NO
If yes please provide details	

Curriculum Information: Please provide KS1 and KS2 levels achieved, where available		
Subject	Current attainment	Comment
Reading		
Writing		
Maths		

Please provide any additional comments which may be relevant to this transfer request:

Name of person/job title at school who has completed this form			
Signature		Date	

Please return the completed form to: The Admissions Team, Northgate House, Halifax, HX1 1UN