

In Year Transfer Application Form



You must read the Admissions Arrangements Policy on the school website before applying. Incomplete application forms will not be processed.

Section 1 - Child's details

Surname:

First name:

Child's date of birth:

Child's gender: Male Female

Child's current address:

Postcode:

How long has the child lived at this address? Years Months

Does the child have a statement of special educational needs/Education, Health & Care Plan? Yes No

Is the child in care? Yes No If yes, to which Local Authority?

Has the child formerly been in care? Yes No If yes, you will need to provide a copy of one of the following, to be considered under this criteria

Adoption Certificate Special Guardianship Order Child Arrangement Order

Is the child a Refugee/Asylum Seeker? Yes No If yes please give NASS number

Is the child a carer? Yes No Is the child known to the criminal justice system? Yes No

Section 2 - Reasons for your application

Relocation from overseas* Yes No Where from?

What is your nationality?

House move into or within Birmingham* Yes No

If you are moving to (or within) Birmingham please insert the address details of where you are moving to:

Postcode:

Date of move:

Bullying / unhappy** Yes No Have you discussed your reasons for moving schools with the Headteacher Yes No

* If you are moving into or within Birmingham you should provide proof of your new address. Acceptable proof would be a signed tenancy agreement (minimum of 6 months tenancy will be accepted), a copy of the exchange of contracts or a council tax/utility bill.

**If your reasons are due to bullying or that your child is unhappy at school, you are strongly advised to discuss your concerns with your child's current school. A school move may not necessarily resolve any problems relating to these issues

Section 3 – Current School Details

Name of current school:

Address if not a Birmingham school:

Postcode:

Date Started:

Is the child still in attendance at the above school?

Yes

No

If no, please give last date attended

How many schools has your child attended in the last 12 months:

Name all previous schools attended – please put most recent school first

School:

Date From

Date To

Address:

Postcode:

Reason for leaving:

School:

Date From

Date To

Address:

Postcode:

Reason for leaving:

School:

Date From

Date To

Address:

Postcode:

Reason for leaving:

Section 4 – School Preferences Please state your preferences and provide reasons for applying i.e. sibling already attending, medical, ease of travel, distance, social or faith (please state name of sibling already in attendance at the school).

1.

Name and date of birth of sibling if applicable:

Reason:

2.

Name and date of birth of sibling if applicable:

Reason:

3.

Name and date of birth of sibling if applicable:

Reason:

Section 6 – Applicant Details

Mr/Mrs/Miss/Ms First name: Surname:

Does the child live with you? Yes No

If no, please give your address:

Post
code:

Please state your relationship to the child? Mum Dad Sibling

Grandparent Other (please specify)

Do you have parental responsibility for the child? Yes No

*For births registered in England and Wales, parental responsibility is automatically given to the child's mother from birth. A father will have child's parental responsibility if:

- He was married to the child's mother when the child was born (even if later divorced or separated)
- The child was born after 1 December 2003, and he is named on the birth certificate

- If a parental responsibility agreement is obtained from a court or by agreement with the mother

Parental Declaration

I can confirm that all of the information I have given on this form is correct and up to date and understand that if I have deliberately given false information, the offer of a school place may be withdrawn.

I understand that you will share the information with the schools on this form and, if different, the allocated school.

I understand that Section 7 of the form must be completed by my child's current school before submitting.

I have enclosed proof of address (if required).

Signature:

Date:

Home telephone number:

Mobile:

Email:

The Completed application form should be returned to :

The School Admissions Team, Bournville Village Primary School, Linden Road, Birmingham
B30 1JY. Or alternatively you can scan a copy of the form to

BVPadmissions@bournvillevillageprimary.org.uk

Please do not send photographs of the completed pages as the form may need to be reproduced.

Section 7

This section must be completed by the child's current or last school attended.

There is no requirement to complete section 7 if you are relocating from overseas.

Notification of Request for an In Year Transfer

This section **must be** completed by the designated In-Year Admissions Lead (IAL) at the child's current school.

This section is used to help assess whether the child's application is processed through the Fair Access Protocol. Please provide as much detail as possible, bearing in mind what information you would wish to know if the situation were reversed and the application was for your school.

Please be aware that applications will not be processed without a completed Section 7 and incomplete application forms will be returned.

Form completed by:

Has a discussion taken place with parent/carer to ensure that you have exhausted all possibilities of the child remaining at your school?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name:		Position:	
Tel Number:		Email address:	
Signature:		Date:	
School Stamp:			

Section 7**(to be completed by current or last school attended) Please ensure that all sections are fully completed**

Child's first name:	Child's surname:		
Date of Birth:	Year Group:		
Name of current school:	Date last attended:		
Is the child still on roll at this school?	Yes	No	please circle
Is the child in Care?	Yes	No	
If yes to which Local Authority? _____			
Is the child Formerly in Care?	Yes	No	
Does the child have an Education, Health and Care Plan?	Yes	No	
a. Is the child subject to a Child in Need Plan or has been subject to a Child in Need Plan within the last 12 months?	Yes	No	
b. Is the child subject to a Child Protection Plan or has been subject to a Child Protection Plan within the last 12 months?	Yes	No	
c. Is the child currently residing in a refuge?	Yes	No	
d. Is the child from the criminal justice system?	Yes	No	
e. Is the child in alternative provision and needs to be reintegrated into mainstream education?	Yes	No	
f. Has the child been permanently excluded?	Yes	No	
g. Does the child have special educational needs, disabilities or medical conditions (but does not have an Education, Health and Care Plan)?	Yes	No	
h. Is the child a carer?	Yes	No	
i. Is the child homeless?	Yes	No	
j. Is the child in formal kinship care arrangements?	Yes	No	
k. Is the child part of a Gypsy, Roma, or Traveller community?	Yes	No	
l. Is the child an asylum seeker or refugee?	Yes	No	
m. Has the child been out of education for four or more weeks? This does not include circumstances where a suitable place is already allocated or has been offered to a child and has not been accepted.	Yes	No	

Attendance

This academic year % attendance

% unauthorised absence

Has your attendance officer been involved?

Yes

No

Does the child have Challenging Behaviour?*

Yes

No

If yes, please provide more detail in box below

*Behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency, or duration that it is beyond the normal range that schools could tolerate. Such behaviour would be expected to significantly interfere with the pupil's/other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment.

ATTAINMENT

Please give details of data for attainment:

ENGLISH:	MATHS:	SCIENCE:	
PHONICS:	WRITING:	WORD READING:	NUMBERS: