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| **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 |

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| **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 | | | | | | | |

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| **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? If no, please give last date attended | Yes No | | |
| 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: | | | |

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| **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: |
|  |

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| **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**](mailto:BVPadmissions@bournvillevillageprimary.org.uk)  **Please do not send photographs of the completed pages as the form may need to be reproduced.** | | | | | | | |
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**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 No |
| Name: | Position: | |
| Tel Number: | Email address: | |
| Signature: | Date: | |

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| **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.