

INTERNAL MID-TERM SCHOOL TRANSFER REQUEST GUIDANCE NOTES



For all students in Year 10 and Year 11, mid-term transfers are NOT recommended as it is likely to have a negative impact on GCSE courses that students may have already embarked upon. Often the receiving school may not be able to offer your child the GCSE courses that they have already started. Therefore it is recommended that you work with your child's current school to resolve any issues that you may be concerned about, rather than to move them to a new school.

However if you are determined to move your child, you must understand:-

- That if the current school do not support your transfer application, it is because a transfer is most likely not in the best interests your child's education.
- That if the current school support your application, they will forward your form to the School Admissions Service, who will process the form within ten working days of receiving the form.
- That at no time should your child STOP attending their current school. If this happens you will automatically trigger a *non-attendance* Welfare Services referral that may result in court action.

Guidance Notes on completing attached form:

PART A

Parent must complete Sections 1 to 3

Section 1 – this section is in relation to your child's details and it is imperative that you complete this section accurately.

Section 2 – This section **must** be completed. You **must** demonstrate what steps you have taken to work with the current school to resolve any issues.

Section 3 – If you still wish to change your child's school then complete Section 3 and hand in the form to the Year Head, Deputy Head or Head Teacher to complete Part B.

PART B

Senior school staff **must** complete Sections 4 to 6 and return completed forms within 10 school days of the date parent(s) / carer(s) have submitted their form.

Section 4 – this section must be completed by the Year Head, Deputy Head or Head Teacher. Once this section has been completed, you **must** then complete remaining sections and despatch the form to the School Admissions Service (see back page) and notify the parent that you have done so.

If you do NOT support the move you need to write to the parent outlining why.



**INTERNAL MID-TERM SCHOOL
TRANSFER REQUEST FORM**

The School Admissions Service cannot take your application forward unless you have completed Sections 1, 2 and 3. You should also have the support of your current school to change school.

PART A – Must be completed by the parent / carer

SECTION 1 – Pupil details

First Name: Surname:
 Male: Female: Date of Birth: / /
 Parent's/Carer's First Name: Surname:
 Child's Home Address: Telephone:
 Mobile No: E-Mail:
 Is child in the care of a local authority: NO YES If 'yes' name authority:
 Current School: Circle Year Group: Yr7 Yr8 Yr9 Yr10 Yr11

SECTION 2 – School Contact

If requesting a change because of; *house move, travelling issues, attendance issues, friendship breakdowns, exclusion issues or other difficulties* then indicate (tick) who and when you met with:

Form Tutor: Class Teacher: Head of Year: Assistant Head: Deputy Head: Head Teacher:

Date(s) you met and briefly outline what happened:

SECTION 3

While your child's request is being considered they **MUST** continue attending school. Failure to do so may initiate an Education Welfare Service visit and / or Court Action.

DECLARATION

I declare all the information I have given is correct. I understand that the Council may take such steps to ascertain the accuracy of the information, and to investigate any allegations of false or fraudulent information, and the provision of such information may result in my child losing their place.

DATA PROTECTION ACT 1998: I understand the information provided by me on this form is required for the purpose of processing my child's application. It will be shared with other Council departments and public bodies to prevent and detect fraud.

Sign:

Date:

PART B - Must be completed by the school

SECTION 4 – EDUCATION DETAILS

(to be completed by the Year Head, Deputy Head or Head Teacher)

Your Full Name and Position:

Your full contact details Tel: Email:

Date you met with parent and briefly outline of what was discussed include issues un/resolved:

Do you support this parent's request YES NO

Whether 'Yes' or 'No' explain your decision:

SECTION 5 – ATTAINMENT (SATs Scores)

Key Stage	ENGLISH	MATHS	SCIENCE
1			
2			
3			

Most Recent Standardised Test Score		
Name of Test	Date	Result

Key Stage 4 subjects:

Course	ENGLISH	MATHS						
Qualification								
Predicted Grade								

Other Training Provision (*i.e. catering, hair dressing, building, child care etc*):

Please provide all positive attributes and strengths of child, *i.e. from personal qualities to sporting achievements etc*:

'NEEDS' information SEN levels, English language fluency, attendance rates for this year or other difficulties:

SECTION 6 – School Signature

Name and position of staff completing this form:

Date:

Signature of staff completing this form:

Date:

Signature of Head Teacher:

Date:

Once completed, a copy of this form must be sent to the parent / carer and to the School Admissions Service, 38 Welford Road, Marlborough House, LE2 7AA