



Guidance Notes to Assist Parents Applying for In-Year School Transfer During the Academic Year 2011/2012

- If you live in Worcestershire you should complete the enclosed CA1 form
- If you live outside Worcestershire, you must obtain an application form from the council where you live

The CA1 form should be used to apply for a place at any maintained school (Academies, Community Schools, Foundation Schools, Voluntary Aided Schools and Voluntary Controlled Schools), except Private or Independent Schools.

Where application is being made to an Academy, Foundation or Voluntary Aided School it is essential that you refer to the school prospectus (obtainable from the school) for further details relating to admission arrangements as you may need to include relevant information or supplementary forms with your application.

Full details of Education within Worcestershire can be found in our booklet "Information for Parents Admission & Transfer to Schools" which can be downloaded at:

www.worcestershire.gov.uk/schooladmissions

Copies are also available to view within Schools, Libraries and Hub Contact Centres throughout Worcestershire.

You are advised to refer to the "Information for Parents Admissions & Transfers to Schools" booklet in conjunction with reading these notes before completing the application form.

Find out more online:

www.worcestershire.gov.uk/schooladmissions

What parents need to consider prior to making an application to transfer school when a house move is not involved

Moving your child to another school is a very serious step to take. It can affect your child in many ways. It is important that you consider whether a transfer is really the best option. Before deciding to move your child to another school, please read the following information carefully.

Moving to a new school may not mean that a problem is solved – it can happen again and could be worse because your child will not know new teachers and pupils and your child and his/her needs will not be known by school staff.

Many things that worry parents and pupils can be sorted out without moving schools. Talking to your child and staff at your child's present school should make a transfer to another school unnecessary in almost all circumstances.

My child is currently in Y10 or Y11 – does this make a difference?

While all schools follow the National Curriculum, schools will teach different topics at different times of the year. If your child moves schools, he or she may miss work which will affect his or her ability to be entered for, or succeed in, examinations and national tests. This is especially important once pupils reach Years 10 and 11, when it is unlikely that their preferred options will be available at a new school or that the curriculum currently being studied will be matched by a new school.

If your child is not attending school

Talk to your child about why he or she does not want to attend and speak to the teachers. Your child may, in some circumstances, feel happier talking to someone at the school not directly involved in the situation. You can also talk to an Education Welfare Officer. Please remember that it is a legal requirement for all children of compulsory school age to attend school.

If your child is unhappy at school or you feel he or she is being bullied

Discuss the situation with your child to find out what is actually happening and then speak to the child's Form Tutor, Year Head or the Headteacher. Ask to see the school's Anti Bullying Policy. Ask to speak to the Chair of Governors if you feel that the problem has not been resolved.

Further independent advice is available from the Parent Partnership Service on Tel: 01905 727940

General information

If you decide to continue with your application to transfer your child to another school, do not remove your child from the current school until he/she has been offered a place at a new school.

The transfer procedure, when appropriate, can take a while to process and your child needs to be in school until another place is secured. Parents and Carers are responsible for ensuring their child continues to receive the appropriate education in the interim.

Please bear in mind that many schools do not have places available, and if your request is turned down because the school is full, you would have the legal right to an appeal. This process can take a considerable amount of time.

How to Complete the Common Application Form

Section A: Child's Details

- Please enter the child's legal name.
- The child's home address must be the child's permanent address and cannot be a childminder's or relatives address.

Section B: Child's Current/Previous School

- Please provide the full name and address of your child's most recent school, or the present school if you are applying for a transfer.
- If your child no longer attends this school, please enter the date of the last day of attendance.
- Please note that children without a school place will not be given priority on schools admission criteria.
- If you are requesting a transfer between schools in Worcestershire, you must discuss the transfer with the Headteacher of your child's current school and arrange for the application form to be completed in full prior to submitting the form.

Section C & D: VA School Preference

- Dependent upon the category of school for which you are applying, please complete Section C & D as appropriate.
- It is essential that you refer to the school's prospectus and/or application pack to find out what additional supporting information may be required with your application form.

Section E: Preferences

- You may list up to 3 schools in the order you prefer them.
- You can include schools outside of Worcestershire.
- You can enter the reasons for your preference(s) in the space provided if you wish (optional).
- If your child has a sibling who is attending any of the schools you have listed, please enter their full name and date of birth. 'Sibling' refers to brother or sister and includes half-siblings (that is children who share one birth parent) and legally adopted children. They must also be living at the same home address.
- Please note that, if your preferred school is oversubscribed, Admission Authorities have to use a fair method of deciding how places should be allocated. For Academy, Foundation and Voluntary Aided schools, it is essential that you refer to the pertinent School Prospectus for details relating to the admission arrangements. For Community and Voluntary Controlled Schools, within Worcestershire please refer to Section 7 of the Information for Parents booklet.

Section F & G: Significant Reasons/Medical/Social Needs

- Some schools give priority to children with exceptional medical or social needs. To be considered under this category, you must provide supporting independent evidence from a doctor, social worker or other appropriate professional with your application form. Your evidence should set out the reasons why the school you have chosen is the only school that can meet the medical, social or compassionate needs. The validity of such reasons will be determined by the admissions authority of the school.
- Please note that the medical condition of the parents or other family members or difficulties with child care because of other commitments would not normally be grounds for priority under the exceptional social/medical needs category.

Section H: SEN/Children in Care

- If your child has special education needs but does not have a statement, you must complete this form in the normal way.
- If you are a foster carer looking after a child who is in the care of a local authority you must indicate this and give the name of the authority. You must also attach a letter from the child's social worker confirming the child's legal status as a 'Looked after' child.

Declaration & Signature of Parent/Carer

- To be completed by a person with parental responsibility for the child
You must sign and date the declaration before submitting your application.
- Should more than one parent have legal responsibility for the child, both parents must be in agreement over the preferences expressed prior to making an application.

Checklist

- **Check that you have completed all parts of the form.**
- **Don't forget to enclose any additional independent supporting information if applicable.**

What happens next?

- If you want us to confirm that we have received your application you will need to enclose a stamped self-addressed envelope with your form.
- We will co-ordinate with any relevant admission authorities.
- If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.
- Each of your preferences will be considered as if they were equally preferred.
- If we are able to offer you more than one school, we will look at your ranking order to see which school you would prefer.
- We hope to send you a letter to tell you the result of your application on behalf of the relevant admission authority, normally within 10 school days of the form being received.
- Where an offer of a school place is made, the place must be taken up within the time specified in the offer letter, otherwise that place may be re-allocated, and it will be necessary for the parent to make a new application. The offer letter will ask you to contact the school by telephone to agree your child's start date.
- Where it is not possible to offer a place, parents will be notified of the right of an appeal, on behalf of the relevant admission authority. In most cases, an alternative school will be offered.
- Please be aware that some schools may well already be full at the time of your application.
- Parents or Carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive the appropriate education in the interim.

Waiting lists

You should be aware that a school waiting list is an active document. As parents request for their child to be included or removed, the position of an individual child already on the list can change. A waiting list does not give priority based simply on the date an application was added to the list. Where a waiting list is kept they are ranked according to the schools' oversubscription criteria.

Waiting Lists for Community and Voluntary Controlled Schools

- They are maintained by the School Admissions and Transfers Section, and parents must apply in writing direct to the School Admissions and Transfers Section if they wish to put their son/daughter on a waiting list.
- The LA will acknowledge your letter. This will be your confirmation that your child is included on the waiting list. Only on receipt of an acknowledgement slip from School Admissions will that child be on the list. The LA will not accept application requests by telephone or via email.
- Waiting lists are maintained during each school term and closed down at the end of that term. If you wish your child to be on the waiting list for the next term you will need to confirm this in writing to School Admissions at the beginning of each term.
- School Admissions will contact parents if a place becomes available and it can be offered to them. All available places will be allocated in line with the oversubscription criteria published in the Information for Parents Admission & Transfer to Schools booklet, as referred to above.

Waiting Lists for Academy, Foundation and Voluntary Aided Schools

may be maintained by the individual schools and parents will need to contact the school directly, in order to be included.

You can contact us in the following ways:

If there is anything about the admissions process which you do not understand please contact the Worcestershire Hub on:

By telephone:

01905 822700

By fax:

01905 766776

By post:

School Admissions and Transfers Team, Children's Services Directorate, PO Box 73, Worcester WR5 2YA

By email:

schooladmissions@worcestershire.gov.uk

Online:

www.worcestershire.gov.uk/schooladmissions

This document can be made available in other formats (large print, audio tape, computer disk and Braille) on request from School Admission and Transfers Team on telephone number 01905 822700

This leaflet has been prepared by the Directorate of Children's Services to inform parents about pupil admissions and transfers in good time for the school year 2011/12

To the best of our knowledge all information was correct at the time of printing: July 2011.