

# School Transfer Application Form for High Schools

**Important notes to be read before completion of the attached transfer application form.**

Please read these notes in conjunction with the **Information for Parents booklet**. The booklet contains important information, which you need to read and understand so that you can complete this form. Not all information is on this form itself, so you must read the booklet as well.

**The booklet is available to view online at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions). Copies are also available to view in Schools, Libraries and at your Local Worcestershire Hub.**

Where application is being made to **Academy, Foundation or Voluntary Aided Schools** it is **essential** that you refer to the **School Prospectus**.

If you prefer to make your application online this facility is available until the closing date 31st October 2011 by visiting [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

## Note 1 - Change of address

You must **immediately** notify the School Admissions and Transfers Section of any change of your child's home address prior to the date of admission **as this might affect entitlement to a place at the school**.

## Note 2 - Withdrawal of application

You should inform the Headteacher **and** the School Admissions and Transfers Section as soon as possible if you are withdrawing your application following a change of address, or for any other reason.

## Note 3 - Applications to Academy, Foundation or Voluntary Aided Schools

If you are applying for a place at a **Academy, Foundation or Voluntary Aided School** for any of your preferences you are advised to check that this is the school serving your area.

- If you are applying for a school place at a **Catholic School** please complete **Section C**.
- If you are applying for a school place at a **Church of England School** please complete **Section D**.

It is **essential** that you refer to the school's prospectus (obtainable from the school) for further details relating to admission arrangements as you may wish to include relevant information in **Section F** of this form.

It is recognised that parents of **Catholic children attending Catholic/Primary/Middle Schools** will normally be seeking places for their children in the **Catholic High School** serving their area.

## Note 4 - The catchment area school

- In all cases, you are advised to refer to **Section 6.2** of the Information for Parents booklet which sets out the importance of knowing the catchment area school for your child's home address when completing this form. If you are unsure of your catchment area school(s), you can find out by either telephoning: 01905 822700 or by visiting the [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions) website and following the link to school catchment areas.
- Please note that the catchment area school(s) for your address **may have a different age range** from the school your child currently attends, and if you wish to apply to the school(s), you should be aware that your child would be entering a year group which has already been established, and therefore may be full.

### Note 5 - Other notes about admissions

- Although admissions to Academy, Foundation and Voluntary Aided schools are the responsibility of the School Governing Body, applications must be forwarded (via your child's current school) to the School Admissions and Transfers Section, who will forward the information on to the school(s) concerned;
- Admissions to Community and Voluntary Controlled Schools are administered by the School Admissions and Transfers Section. The Headteacher of the school involved is not in a position to offer your child a place;
- All preference for all types of schools will be treated equally initially, and places are provisionally allocated in accordance with the published admissions criteria. Where it is possible to provisionally offer more than one place, a SINGLE offer will be made to the school ranked higher on the application form;
- If any of your three preferences are for Academy, Foundation and Voluntary Aided Schools or Wolverley C.E. Secondary, it is **essential** that you refer to the school prospectus for full details of their admissions policy, together with any supplementary information you will be required to supply;
- Admission of a child to a Worcestershire Community or Voluntary Controlled School, which is not the catchment area school, does not give priority to the admission of siblings;
- Details of Worcestershire County Council's transport assistance policy are explained in the Information for Parents booklet, also on the website at the following address [www.worcestershire.gov.uk/schooltransport](http://www.worcestershire.gov.uk/schooltransport).
- We will exchange information you provide for statutory educational purposes.

### Note 6 - Children not attending schools maintained by Worcestershire County Council

If your child currently attends a school in the area of another Local Authority (e.g. Gloucestershire) OR AN INDEPENDENT SCHOOL, you will need to return this form directly to School Admissions and Transfers Section, Worcestershire County Council, PO Box 73, Worcester, WR5 2YA.

### Note 7 - Closing date for all applications

Applications received by 31st October 2011 will generally receive priority over those received at a later date unless exceptional circumstances apply. Details of the late applications policy are given in the Information for Parents booklet.

### Note 8 - Parental responsibility

Should more than one parent have legal responsibility for a child, both parents must be in agreement over the preferences expressed.

**Please Note:** Any requests to amend details/preferences on this application form after it has been submitted must be made in writing to the School Admissions and Transfers Section. Requests must be received on or before 31st October 2011 by the section. Any requests to amend details/preferences after the closing date will be subject to the late application policy as published in Section 6.6 of the Information for Parents Book.

## Please detach and retain these notes for your information

**Please ensure that the receipt below has been signed and dated by the School or Local Authority and retain as proof of submission**

I acknowledge receipt of application form, in respect of (name of child) .....

Signed ..... Date .....

Position at school or Local Authority .....

# TRANSFER APPLICATION FOR A PLACE AT A HIGH SCHOOL FROM SEPTEMBER 2012 FOR PUPILS RESIDENT IN WORCESTERSHIRE

SA1  
2012/2013

Please complete and return this form to the Headteacher of your child's present school - (see note 6) - no later than 31st October 2011.

Application may be made for any maintained school whether it is an Academy, Community, Foundation, Voluntary Aided or Voluntary Controlled school. It is important to complete this form in order to make your preference of school clear. Failure to do so could result in your child not being allocated a place at the school you prefer.

Please also complete this form to indicate if you are applying for your child to attend a school in another county or an Independent School in order that we can notify the appropriate Local Authority.

## Section A

Child's Surname

Gender: Male

Female

Child's First Name(s)

Date of birth

Age

Child's home address (in full)

(If this changes between now and September 2012 please remember to inform the County Council - see note 1)



Postcode

Surname and Initials of Parent/Carer

(Mr/Mrs/Ms/Miss)

(Please read Note 8)

Contact Telephone Number

Email

## Section B

Child's Present School

Does your child have a Statement of Special Educational Needs under the Education Act 1996?

Yes

No

Is the child looked after by a Local Authority?

Yes

No

If yes please name the Local Authority

Dependent upon the category of school for which you are applying, please complete Section C & D as appropriate

## Section C - Catholic School (Voluntary Aided Schools)

Child's Religion

Date of Baptism

Please attach a photocopy of the **Baptismal Certificate**. If you do not have this please contact your Parish Priest.

Parish/Church to which you are attached

(Please refer to the School Prospectus to see if it is necessary to attach a Baptismal Certificate and/or have your Parish Priests' signature to support your application.)

Please indicate that you have attached:

i) Copy of Baptismal Certificate

Yes

No

ii) Signature of your Parish Priest

## Section D - Church of England School (Voluntary Aided Schools)

Child's Religion

Do you attend church regularly?

Parent/Carer: Yes

No

Child: Yes

No

If YES please give name of Church and name of Priest/Minister

It is essential that you refer to the school prospectus and/or application pack. Please complete all the necessary forms and details. Please indicate if you have attached this information.

Yes

No

## Additional information required

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** please refer to **Section 7** of the **Information for Parents** booklet.

## Section E - Preferences

Please refer to **Note 5** before completing this section

	Please state below the schools you would prefer your child to attend in September 2012	If your child has a sibling currently attending the preferred school, please give their <b>name and date of birth</b> below	(See * below)
<b>Preference 1</b>			
<b>Preference 2</b>			
<b>Preference 3</b>			

\*Please tick this box if the sibling named will still be attending the school in September 2012

## Section F

Please state any reasons for your preferences. For applications to Academy, Foundation or Voluntary Aided schools please include information as specified in the admissions criteria (refer to the school prospectus)

## Declaration

I confirm that:

- I have read the **Information for Parents booklet** for 2012/2013 together with the explanatory leaflet and the notes attached to this form;
- I understand that a place may be lawfully withdrawn if it is proved to have been offered on the basis of a fraudulent or misleading application.
- I understand that the data on this form will be used in the admission process and where necessary will be shared with other admissions authorities.

Where application has been made to an **Academy, Foundation, or Voluntary Aided School**

- I have read the admission criteria as detailed in the school prospectus

**IMPORTANT - SEE NOTE 8**

Signed (Parent/Carer)

Date

For use by child's current school if it is maintained by Worcestershire County Council

I confirm that this application was received from the parent/carers on ..... (date) and has been recorded

Signed .....

(Headteacher or Deputy Headteacher only)

Date .....

After completion please forward to School Admissions and Transfers Section