

# Doncaster Council - School Transfer Request Academic Year 2016/17

(Not for use for children with a Statement of Special Educational Need  
or an Education, Health and Care Plan)

School Stamp & Initials
Date:

**For families moving into Doncaster to apply for a school in the area  
OR**

**For families moving out of Doncaster to apply for a school outside the area**

**Important:** Please be honest in the way that you fill in this form. We cannot provide the right placement and the right support unless you tell us about any problems that your child might be having at their present school. Inaccurate information may well delay your child being able to start at a school.

**To be completed in CAPITALS by the person with Parental Responsibility**

## Section A

Child's Forename	Child's Surname	Child's Date of Birth
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<b>Child's Address</b> House Number or Name _____ Street Name _____ Village _____ Town _____ Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
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<b>Your Address</b> House Number or Name _____ Street Name _____ Village _____ Town _____ Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Phone Number _____ _____ _____
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List **up to 3 schools** in your preferred order.

School 1
School 2
School 3

Email
Child's Nationality
Child's Language

**Please continue on next page.....**

### For Office/School Use Only

Year Group	<input type="checkbox"/>	SEN Check	<input type="checkbox"/>	CAS 1 / 2 / 3	<input type="text"/>
<b>1<sup>st</sup> Choice</b>	Contact	<input type="text"/>	A/L	<input type="checkbox"/>	NOR <input type="checkbox"/>
Date	<input type="text"/>	Agreed/Not Agreed	Initials	<input type="text"/>	<input type="text"/>
<b>2<sup>nd</sup> Choice</b>	Contact	<input type="text"/>	A/L	<input type="checkbox"/>	NOR <input type="checkbox"/>
Date	<input type="text"/>	Agreed/Not Agreed	Initials	<input type="text"/>	<input type="text"/>
<b>3<sup>rd</sup> Choice</b>	Contact	<input type="text"/>	A/L	<input type="checkbox"/>	NOR <input type="checkbox"/>
Date	<input type="text"/>	Agreed/Not Agreed	Initials	<input type="text"/>	<input type="text"/>
Previous Applications	<input type="text"/>				SIR
<b>Allocated School</b>	<input type="text"/>			AL	<input type="checkbox"/>
Date	<input type="text"/>	Contact	<input type="text"/>		
Agreed/Not Agreed	Initials	<input type="text"/>	<input type="text"/>		
HTP					

## Section A (Continued)

Details of brothers or sisters on roll at the requested school.

Name	Date of Birth	School
Name	Date of Birth	School

Your child's previous school(s) in the last 3 years.

School Name	From (mm/yy)	To (mm/yy)
	/	/
	/	/
	/	/

When did they last attend school?

From their report, what was their last full year attendance figure?

Are they currently permanently excluded from school? Yes  No

Are they being taught in a Learning Support Unit or a satellite school? Yes  No

Have they had any fixed term exclusions in the last 6 months? Yes  No

Do they have an Individual Education Plan or a Pastoral Support Plan? Yes  No

Are they a Looked After Child or were they previously Looked After? Yes  No

*(Attach a copy of their Personal Education Plan and supporting evidence)*

Are they a child of a Traveller? Yes  No

Gypsy? Yes  No

Roma? Yes  No

Asylum seeker/refugee? *(Attach a copy of your Home Office Letter)* Yes  No

Are they a young carer? Yes  No

Do they have any special needs, disabilities or medical conditions? Yes  No

*(Attach a copy of any supporting reports.)*

## Section B

Why are you requesting a change of school for your child?

*(Tell us about any problems your child has had at their present school.)*

What have you done to work through these problems with the school?

## Section C – Complete if you are moving house or have recently moved.

New Address

Moving Date

Post Code

## Section D – Everyone to Complete this Declaration

I certify that the information on the form is correct. I confirm that all other persons with parental responsibility have been contacted and have agreed to the transfer request. I also confirm that to my knowledge, there are no applications before the courts by a parent, someone claiming to be a parent etc., disputing the child's residence or which school they should attend.

I will notify the School Admissions Team immediately in writing should there be a change in circumstances i.e. a change of address, before my child starts school.

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

Mr/Mrs/Miss/Ms \_\_\_\_\_ Name (Please print) \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ (Please read note below).

If you are caring for someone else's child for more than 28 days and are not an immediate family member (e.g. family friend, neighbour, great aunt/uncle, great grandparents) you may be private fostering and **you must** contact Doncaster Children's Services Trust on 01302 737033. More information is available at [www.doncasterchildrenstrust.co.uk/private-fostering](http://www.doncasterchildrenstrust.co.uk/private-fostering)

Applying for a church school? Fill in and attach the additional information form.  ✓

### What to do next

**Return this form to:-** School Admissions Team, Doncaster Council, Civic Building, Waterdale, Doncaster, DN1 3BU.

Unless the request is to be considered as part of our Fair Access Protocol applications received during term time by **Friday at 5pm**, are normally sent a decision within 2 school weeks on a Friday.

Due to the volume of applications and data protection, no decisions will be given over the phone.

**When could they start?** Normally they are admitted at the start of the **next new term** and your child must continue at their present school until they start at their new school.

### Guidance

- Eligibility for admission will be considered using the schools admission policy.
- Ensure that the school is informed of anyone with parental responsibility relating to the child and about any Court Orders in operation.
- If this is a further application, and this is successful, any previous places offered will automatically be withdrawn.
- A place may be withdrawn if the admission authority is satisfied that the offer was obtained through a fraudulent or intentionally misleading application.

### Data Protection

We need the information we are asking for so that we can consider your request for your child to be admitted to a school. This information is recorded on a computer system and may be shared with other agencies that are involved in the health and welfare of school children. If you have any questions contact the School Admissions Team.

Information on nationality and language is only used to aid the transition into school.

# Information About Changing School

## How might it affect your child?

There are many reasons for wanting to change your child's school - some can be overcome. Below are some of the problems and suggestions. If you still wish to go ahead you can use this form to apply for a place.

Be aware that the school may already be full or your child may not start until next term.

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### Is your child unhappy at their present school?

- Maybe the child is unhappy because they are being bullied or fallen out with their friends?
- Perhaps they are not getting on with a teacher at the moment?
- Perhaps they have been in trouble and feel they cannot sort it out?
- Perhaps they are struggling with their work?

### Before applying we advise that you:

- Discuss any concerns you have with your child's class or form teacher.
- Raise any further concerns with the headteacher.
- You may wish to discuss moving your child with an Education Welfare Officer.
- Contact your requested school and discuss your intentions with them.

**By talking to teachers many problems can be resolved quite easily. School staff are always happy to work with parents and pupils in order to improve a child's chances of success.**

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### Some issues to consider – before deciding.....

- Curriculum** – Each school teaches a part of the curriculum at different stages and different times of the year. They can miss important work or have to repeat things.
- Options** – Moving schools can have a detrimental affect on your child's achievements. In secondary schools the options you want may not be available.
- Friends** – Making new friends can be hard.
- Costs** – A new uniform will be required.
- Transport** – Free transport is not normally provided and journey times will be longer.
- Stress** – Moving schools can be difficult and it will take time for them to settle in.

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### Help and Support

If you are worried about going into school the Education Welfare Officer will be happy to discuss the problem with you. To contact your Welfare Officer, either phone your child's school or The Council, telephone 01302 737233

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### Fair Access Protocol

All schools in Doncaster are required to take part in the Fair Access Protocol. The protocol seeks to ensure that access to education is secured quickly for children who have no school place but for whom a place at a mainstream school or alternative provision is appropriate, and to ensure that all schools in an area admit their fair share of children who are deemed to be 'hard to place' or have challenging behaviour and may have been excluded from other schools.

Applications for pupils identified under the protocol will be considered by a panel who may decide to offer a place at the requested or an alternative school or access to an alternative curriculum.