

HALTON IN-YEAR SCHOOL APPLICATION

PRIMARY SCHOOL IN YEAR ADMISSIONS

In Halton requests to move from one primary school to another, also known as an in-year transfer application, are received and responded to by the preferred school, therefore **please return this form directly to your preferred school**. This guide aims to assist you with the completion of the following form and to give you a summary of what to expect during the application process.

THINGS TO CONSIDER BEFORE MAKING A REQUEST:

Before submitting an application we highly recommend that you meet with your child's current school to discuss your reasons for seeking a transfer for your child, which will prepare them for any subsequent contact they then receive from your preferred school(s). It may also give the school an opportunity to consider your position and it may become unnecessary to continue with the application. Points that we recommend you consider are:

- Is your child comfortable with change? Will they cope well with learning new rules, new learning styles, making new friends and being asked to do things differently?
- If you are moving your child because of a specific issue, have you followed the appropriate lines of communication with their current school to afford them an opportunity to consider this? Could the issue repeat itself at the new school?
- If you are not moving to a new house or area, how will the transfer affect your normal routine? Will the journey to the new school affect your child's punctuality or attendance? Have you checked that the same before and after school care is available at your preferred school(s) if you require this type of service?
- If the child has another parent/carer are they in agreement with the transfer? Disputes **cannot** be resolved by the school or local authority and your application may be delayed until agreement is reached, legally or informally.
- Remember that **there is no guarantee that you will be offered a place** at your preferred school(s). If you are moving into the area and are without a school place the School Admissions Team can help to identify an alternative school place. You will be offered the right to appeal to an independent School Admissions Appeals Panel when you are refused a place at any mainstream school in Halton, but please note that the appeals process can take up to 30 **school** days from receipt of the appeal and **there is no guarantee that your appeal will be successful**.
- If the child is a child currently in the care of a local authority, the application should be submitted by the local authority who care for the child to ensure that they are satisfied that the transfer is suitable for the child. You should speak with the child's allocated Social Worker in the first instance.
- If your child has an Education, Health and Care Plan (EHCP) your application must be managed by the SEND Team and you can email SENAT@halton.gov.uk and your query will be passed to the appropriate team member. For impartial and confidential support and information you may like to contact Halton SEND Information, Advice and Support Service (SENDIASS) on 0151 5117733.

APPLICATION OUTCOMES:

Some applications can take longer than others but you should typically expect a written response to your request within ten school days of formally submitting your application. There are three outcomes for your application:

- Your preferred school can offer a place to your child and will write to confirm this and to make arrangements for a start date (which should be as soon as possible, particularly where your child is out of school).
- Your preferred school cannot offer a place to your child and will write to explain the reasons for refusing your request and to formally offer you the right of appeal.
- Your preferred school refers your child's application to the In-Year Fair Access Protocol (IYFAP) Panel for a placement decision to be made (you should read the document *Halton Primary In-Year Fair Access Protocol* for further information regarding this).

If you are left without a school place following receipt of your decision and have been unable to secure a school place at another local school, please contact the School Admissions Team by emailing schooladmissions@halton.gov.uk or calling 0151 511 7338/7271.

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YOUR CHILD'S DETAILS:					
Surname:				Forename:	
Date of Birth:				Gender:	
CHILD'S HOME ADDRESS AT TIME OF APPLICATION:					
House Name/Number:				Street:	
Town:				Postcode:	
If not a Halton address, are you moving to Halton?	YES / NO			If 'YES', when are you expecting to move?	
CURRENT/PREVIOUS SCHOOL INFORMATION:					
Name of current/previous school:					
Contact name and number at school (if school is out of Halton):					
Is your child still attending?				YES	NO
Date of last attendance:					
Is your child unable to attend due to a house move making it unreasonable to continue to travel to this school?				YES	NO
FURTHER IMPORTANT DETAILS:					
Please circle/delete as appropriate					
Is your child currently, or have they ever been, in the care of a Local Authority? (including children adopted from outside of England)				YES	NO
If yes, which local authority (area) cared for your child:					
If yes, please provide dates (write current if still in care):					
Does your child have an Education, Health and Care Plan?				YES	NO
PREFERENCE SCHOOL AND REASONS FOR REQUESTING A PLACE:					
Please state below the name of the school where you are requesting a place for your child.					
School name:					
Year Group required:			Date required:		
In as few words as possible, please let us know why you are making this application:					

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BROTHERS AND SISTERS OF SCHOOL AGE:

Please list below details of the **youngest** sibling if they will be attending the requested school and living at the same address as this child:

Sibling Name:	Date of Birth:	School:

IMPORTANT ADDITIONAL INFORMATION REGARDING YOUR CHILD:

Please delete as appropriate:

Is your child subject to a Child in Need Plan or Child Protection Plan, or has been at any point during the past 12 months?	YES	NO
If yes, what is the name of their social worker and please provide their contact email or telephone number (if not based in Halton)		
Does your child live in a refuge or other similar accommodation?	YES	NO
Is your child seeking re-integration to mainstream education following a period of time within the criminal justice system?	YES	NO
Has your child been permanently excluded from a school?	YES	NO
If yes, please provide:		
The date of the permanent exclusion:		
The school your child was permanently excluded from:		
Does your child receive discretionary top-up funding for special educational needs, disabilities or medical conditions or are they Undergoing Statutory Assessment, but they do not currently have an Education, Health and Care Plan (EHCP)?	YES	NO
Is your child a carer?	YES	NO
Is your child homeless?	YES	NO
Is your child subject to a formal kinship care arrangement?	YES	NO
Are you or is your child a Gypsy, Roma, Traveller, refugee or asylum seeker?	YES	NO
Is your child currently electively home educated	YES	NO
If yes, since what date:		

This information, in addition to that already provided, may make your application eligible to be referred to Halton's In-Year Fair Access Protocol (IYFAP) Panel. If this is required, your preference school will inform you by letter and the IYFAP Panel will notify you of their placement decision at the earliest opportunity. For more information please read the *Halton In-Year Fair Access Protocol* document.

APPLICATIONS FOR VOLUNTARY AIDED (CATHOLIC AND/OR CHURCH OF ENGLAND) ONLY

Please circle/delete as appropriate:

Is your child baptised Catholic?	YES	NO
If yes, in which Catholic Parish were they baptised and when?		
Is your child baptised Church of England?	YES	NO
If your child belongs to another faith, please state which:		

You may be required by the school to submit additional documentation to support your application. These documents may include, but are not limited to, baptismal certificates or letters signed by the relevant religious leader as proof of attendance at the place of worship. Some church schools may require a supplementary form to be completed, which will be provided by the school at the time of application.

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PARENT/CARER DETAILS:			
Parent/Carer Name:		Relationship to child:	
Parent/Carer address: (If different from child)			
Daytime Phone Number:		Mobile number:	
Email Address:			
Do all people with Parental Responsibility agree with this request?	YES	NO	

DATA PRIVACY, DECLARATION AND CONSENT:	
Halton Borough Council is the Data Controller for the personal information you provide. We collect and hold information about you in order to process your application regarding your child's admission to school as the Local Authority and schools will need this information to ensure the application is assessed appropriately. You can view the full privacy notice at www.halton.gov.uk/privacynotices Details of Halton school admissions policies are given in the Halton Coordinated Admissions Scheme and in the Halton Primary and Secondary composite prospectuses, available online at www.halton.gov.uk/schooladmissions I declare that all the information provided is true. I confirm that I have parental responsibility for this child. I understand that any school place offered on the basis of fraudulent or intentionally misleading information may be withdrawn. I confirm that I have read and understood the guidance notes contained within this document before submitting this application.	
Signed:	Date:
PLEASE ENSURE YOU HAVE COMPLETED ALL RELEVANT SECTIONS OF THIS FORM	
• Please ensure you return this form DIRECTLY TO THE PREFERENCE SCHOOL • You will receive a written response from the school, usually within ten school days where possible • If you cannot be offered a place, you will be advised of your right of appeal and how to access it.	