

MIDDLESBROUGH COUNCIL

REQUEST FOR AN IN-YEAR TRANSFER OR SCHOOL ADMISSION

It is **important** that all sections of this form are completed before it is submitted. Completed application forms should be returned to the **School Admissions Team, Middlesbrough Council, Middlesbrough House, 50 Corporation Road, Middlesbrough TS1 2RH** or by email. If you have any queries, please contact the School Admissions Team by e-mail at schooladmissions@middlesbrough.gov.uk

SECTION 1 – Reason for application (please tick/specify as appropriate)

Moving to another area within Middlesbrough	<input type="checkbox"/>	Moving to Middlesbrough from within UK	<input type="checkbox"/>
Moving to Middlesbrough from outside UK	<input type="checkbox"/>	Wish to change school but not moving	<input type="checkbox"/>

If you have moved into the United Kingdom (UK) please supply a copy of your passport and your child’s passport with this application. Please note overseas nationals entering the UK, who wish to apply for a state-funded school place, need to check that they have a **right of abode**, or that the conditions of their immigration status otherwise permit them to access a state-funded school. Please refer to the website www.gov.uk/right-of-abode for further guidance, as it is the parent/guardian’s responsibility to check this when applying for a school place. By signing this form, you have confirmed responsibility in checking this.

The Ethnic Minority Achievement Team (EMAT) work with schools to support pupils who speak English as an additional language (EAL) to access high-quality education. To find out more about the team, and the service provided, or to get assistance with the school applications please call 01642 802893 or 01642 201881.

Nationality Are you seeking Asylum, or a Refugee? (please tick as appropriate) Yes No
 If ‘Yes’, please provide relevant documentation

If English is not the child’s first language, please state the level of English (please tick as appropriate) No English Little English (basic words and phrases) Good English

SECTION 2 – Details of the child(ren) which you wish to transfer to a new school

Please list primary/secondary children on separate forms.

Child’s forename(s)	Child’s surname	Date of Birth	Sex/Gender Identity (tick as appropriate)				Year group
			Male	Female	Neither	Blend of both	

Please list the name of the current/previous school(s) attended: (please list the most recent school first)

Name of school	Address of school	Dates attended

Is/are the child(ren) still attending their current school? (Please tick as appropriate) Yes No

Child(ren)'s current address:

We check addresses and you must expect that we will withdraw our offer of a school if a false or misleading address is provided

Are you moving house? (Please tick as appropriate)

 Yes
 No

If 'Yes', Date of Move:

New address:

Does your child(ren) have an Education, Health and Care Plan (EHCP)?

(Please tick and specify as appropriate)

 Yes
 No

If Yes, please specify which child(ren) have an EHCP:

Is (or has) the child(ren) been a looked after child in the public care of a local authority? (Please tick as appropriate)

 Currently
 Previously
 No

If 'currently' please indicate which Local Authority the child is in the care of?

Any change of legal status and/or placement arrangements must be notified to Middlesbrough Admissions.

Where parental responsibility falls under the Local Authority, Social Services (Head of Service) should complete and sign this form.

If 'previously' please provide reasons why the child ceased to be a looked after child? (Tick as appropriate)

Special Guardianship Order*	Adoption Order*	Child Arrangements Order*	Other including state care outside of England (please specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Please attach a copy of any Special Guardianship Order, Adoption Order or Child Arrangements Order.

SECTION 3 – Details of any brother(s) and/or sister(s) currently attending a preferred school(s)

Name of sibling	Date of Birth	School attending
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION 4 – Parent(s)/Guardian(s) Details

Please specify your preferred method of contact

Post

Email

If Email, please supply your email address:

Full Name of Parent(s)/Guardian(s)

Address:

(Only to be completed if your address is different to the address provided in Section 1)

Telephone Numbers:

Home No.

Mobile No.

Relationship to Child:

(Please tick as appropriate)

 Mother
 Father
 Other (please specify):

SECTION 5 – School Preferences

Please indicate THREE schools which you would wish to apply in the order that you prefer them. You must include all schools you want to apply for using this form. **Please note - If you list a church school (e.g. Roman Catholic or Church of England) in one of the spaces below, you must also complete Section 6 of this form and contact the school you are applying for to complete a supplementary information form.**

Please give as much information as possible in support of your application as this could affect the school offered. Please include any specific reason(s) for each of your preferences below and including any supporting documentation e.g. medical reports, GP letters that may support your request, for example if you are applying on the grounds of “exceptional social and/or medical needs”. Continue on a separate sheet if necessary. Further guidance can be found in the relevant academic year’s Guide to Parents booklet at www.middlesbrough.gov.uk/parentsguide

Please write the **full name** and **location** of the school so that it is clear which school you are applying for. (In particular, for Outwood Academy Acklam, Outwood Academy Ormesby and Outwood Academy Riverside or schools outside the area.)

Priority	Name of school	Reason for preference
1		
2		
3		

Please note that in support of your application Middlesbrough Council or the Admission Authority may need to contact your child’s current educational setting or other professionals within Middlesbrough Council.

SECTION 6 – Secondary School Supplementary Information

Please complete this section if you are applying for a place at a church school.

Religion

(e.g. Roman Catholic, Church of England, Other – please state)

Proof of Baptism

(Please tick relevant box)

Certificate Attached*

(Please attach copy)

Letter from Faith Minister/Leader*

(Please attach copy)

For **Middlesbrough Catholic Schools**, parents/guardians should complete the Supplementary Information Form (SIF). The SIF should be requested from the school direct or can be downloaded by clicking on the following link: [Middlesbrough Catholic Schools SIF Form](#)

Failure to provide this documentation may result in your child not being offered a place in one of your preferred schools.



SECTION 7 – To be completed by the child’s current Headteacher before returning the completed form to the School Admissions Team

Please discuss any school transfer request with the Head Teacher/Principal or Head of Year of your child’s current school before submitting your request to the Education Department. This is essential if you wish to transfer your child between two local schools.

Discussed with:

Date:

Head Teacher (or approved signatory): I, the undersigned, can confirm that I am aware of the proposed transfer request and know of no grounds why the application should not be processed as an in-year transfer application.

Signed:

Position in
School:

Once you have been offered a place, your child’s current school will share information about your child with their new school. This is to ensure that any necessary support is in place before your child’s start date. This may include sensitive information. For more details about the type of information schools may share please read the privacy notice of both the current and new school, which will be available on their website. If you have any concerns about how information will be shared please contact your child’s current school.

SECTION 8 – Declaration and signature of parent/guardian

- I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid or lead to the offer of a place being withdrawn. The Admissions Team may contact you for further clarification.
- I declare that I have parental responsibility for the child and confirm that all persons with parental responsibility have been consulted and agreed to this application.

Signature of Parent/Guardian:

Date:

IMPORTANT – To all parent(s)/guardian(s)

Please sign and return the completed form to:

School Admissions, Middlesbrough Council, Middlesbrough House, 50 Corporation Road, Middlesbrough, TS1 2RH (or scanned and emailed to: schooladmissions@middlesbrough.gov.uk)

The Admissions Team can be contacted on:

Transfers to primary schools	01642 201890
Transfers to secondary schools	01642 201891

Please ensure that your child(ren) continue to attend their current school until the transfer process is complete.

Privacy Notice: The information provided on this form will be used for the administration of School Admissions and to ensure Council records are correct. Information may be shared with other agencies and service providers to ensure your child receives an appropriate service or for the prevention of fraud or crime. For our full Privacy Notice see: www.middlesbrough.gov.uk/privacy/schools