

Halton Local Authority: Secondary In-Year Transfer Common Application Form

This guide aims to assist you with the completion of the *Halton Local Authority: Secondary In-Year Transfer Common Application Form* and to give you a summary of what to expect during the application process.

THINGS TO CONSIDER BEFORE MAKING A TRANSFER REQUEST:

Before submitting an application it is highly recommended that you liaise with your child's current school regarding your intention to make a request for a transfer to another school, as the school will be contacted to provide information on a form called Section D once an application has been received. Where the request is due to a house move, this will give your child's current school advanced warning and time to prepare the information required to complete the application form. When the request is for any other reason it will give the school an opportunity to consider your position and it may even become unnecessary to continue with the application. Please consider the following:

- Is your child comfortable with change? How will they cope with learning new rules, doing things differently and making new friendship groups?
- Children who have already chosen their GCSE options may not be able to continue with these option choices at their new school, or the examination boards may be different.
- Parents/carers who have separated should ensure that all parties with parental responsibility for the child are in agreement with the decision to move the child to a new school. Disputes **cannot** be resolved by the local authority and your application will be delayed until agreement is reached, legally or informally.
- If you wish to move your child because of a specific issue, have you discussed this issue with their current school or Headteacher? Often an issue can be resolved by following the appropriate lines of communication with the school and it is also possible that the issue would be faced at the new school.
- Please remember, **there is no guarantee** that you will be offered a place at any of your preference schools. You will be offered the right to appeal against the decision to refuse your child a place at any school but it is important to remember that the appeals process can take up to 30 **school** days and there is no guarantee that your appeal will be successful.
- **All** applications for transfers to a Halton secondary school are considered against the eligibility criteria detailed in the policy, *Halton Secondary In-Year Fair Access Protocol*. It is important that you read that document before making an application.
- 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) it is important that you discuss your application before submitting it with the SEND Assessment Team. If you do not have the contact details for your child's SEND Assessment Coordinator 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.

COMPLETING THE COMMON APPLICATION FORM:

This three page form contains various sections designed to assist with the timely processing of in-year transfer requests to Halton secondary schools. There are three sections, A, B and C. Make sure that you sign and date the form (electronic signature is acceptable where the form is submitted electronically) and please ensure that **all** sections are completed before the form is returned **directly to the School Admissions Team in Halton Borough Council**. Incomplete forms may lead to a delay in your application being processed.

If you have any questions or concerns, please do not hesitate to contact a member of the team, using the contact details at the bottom of this page.

Please complete **all** sections and return directly to:
School Admissions Team, PO Box 317, Runcorn, WA7 9BZ
OR by email to schooladmissions@halton.gov.uk

APPLICATION OUTCOMES

As there can be many different reasons for applying for a transfer to a new school, it is important that as much information as possible is gathered during the application process to enable admission authorities to process applications as quickly as possible and make an appropriate decision for your child.

Some applications may take longer than others to process and respond to, but in general you can expect an initial response to your request at the latest **within 15 school days** of it being received. Where it is practical to do so, you are strongly advised to ensure that your child continues to attend their current school until another school place has been offered.

For Halton resident families (or those due to move into Halton within four weeks and able to evidence this*) there are three possible outcomes for applications requesting an in-year transfer to Halton secondary schools:

1. A place **can be offered** at one of your preference schools and you will receive a letter to confirm an offer of a place and a starting date for your child;
2. A place **cannot be offered** at one of your preference schools and you will receive a letter advising that a place is unavailable due to oversubscription of the requested year group and will be offered the right of appeal (again, subject to your child's application **not being eligible for referral** to the School Admissions Referral Panel under Halton's Secondary In-Year Fair Access and Managed Transfer Protocol). If your child does not have a school place the letter will detail vacancies in other Halton schools for your consideration; or
3. Your child's application **is identified as being eligible for referral** under Halton's Secondary In-Year Fair Access Protocol. You will receive a letter detailing the date when the next panel will meet to make a decision regarding your application and can expect that to be within the next twenty school days. You may also be asked to supply additional information to assist the Panel in coming to a decision. The Panel will consider all of the evidence provided and will follow the guidelines detailed in the *Halton Secondary In-Year Fair Access Protocol*. You will then receive a letter detailing the decision of the Panel and next steps.

For families **living outside** of Halton the only outcomes are numbers 1 and 2 above. Children who do not reside within Halton are not eligible for consideration under the *Halton Secondary In-Year Fair Access Protocol*. **This does not affect your right to appeal, where you have been refused a school place.**

* The only exception to this is where an application is received for a child of a serving Armed Forces personnel who is to be posted to the local area, or a child of a returning Crown Servant returning to the local area following their posting abroad. In these circumstances a place will be offered in advance of the family arriving to the area where appropriately evidenced.

Halton Local Authority: Secondary In-Year Transfer Common Application Form

To be completed by **all** parents/carers requesting an **in-year** school transfer to a **Halton** secondary school

SECTION A: INFORMATION ABOUT YOUR CHILD						
First Name(s):			Surname:			
Date of Birth:			Gender:	MALE	FEMALE	
Address of child's current main place of residence (can be future address if expected to move (and can evidence where requested) into property in next four school weeks):						
House name/number:			Street:			
Town:			Postcode:			
Is this address a refuge or other similar accommodation?				YES	NO	
Is your child classified as being homeless?				YES	NO	
Is this the address for the parent/carer completing this application?				YES	NO	
FURTHER INFORMATION ABOUT YOUR CHILD						
Current/Last School:				Year Group:		
Is your child still attending this school?				YES	NO	
If no, please provide their last date of attendance:						
Contact email for current/last school (if not in Halton):						
Has your child been permanently excluded in the last two years?				YES	NO	
If yes, from which school(s)?						
Dates of permanent exclusion(s)						
Does your child have an Education Health and Care Plan (EHCP)?				YES	NO	
Does your child have a special educational need, disability or medical condition for which they receive funded support but not under an EHCP?				YES	NO	
If yes, please provide a brief description of your child's supported need:						
Is your child currently or have they ever been in the care of a local authority (LA)?				YES	NO	
If yes, please provide the name of the most recent LA the child is/was under the care of and the date the child came into the care of the LA?				LA Name	Date	
Is your child subject to a formal kinship care arrangement?				YES	NO	
If yes, please provide name and contact details of social worker						
Has your child received a custodial sentence under the criminal justice system within the last 12 months?				YES	NO	
Is your child now or have they been in the last 12 months under a Child in Need or Child Protection Plan?				YES	NO	
If yes, under which local authority?						
Is your child or are you a:	Gypsy	Roma	Traveller	Refugee	Asylum Seeker	None of these

Please complete **all** sections and return directly to:
 School Admissions Team, PO Box 317, Runcorn, WA7 9BZ
OR by email to schooladmissions@halton.gov.uk



SECTION B: APPLICATION AND PREFERENCE DETAILS

Reason for making an application (Please 'X' all that apply to your application):

Your child requires a place due to a house move	
Your child requires a place having been formally off roll of any Halton mainstream school for four or more weeks	
Your child is an identified child carer and requires this school place to assist with their caring responsibilities	
Your child's current school has recommended this application as a means to avoid a permanent exclusion	
Other (please detail in box below in as few words as possible):	

YOUR PREFERENCE SCHOOL(S)

Rank	School Name	Does your child have a sibling at the school?		
		Yes/No	Sibling Name	Sibling DOB
1 st				
2 nd				
3 rd				
What date do you require the new school place from?				

SECTION C: CHECK LIST AND DECLARATION

Before you submit your application please check that you have completed the below actions and then sign and date the declaration at the bottom of this section.

You have read and understood the guidance notes on the first two pages of this application form	YES	NO
You have read and understood the <i>'Halton Secondary In-Year Fair Protocol'</i>	YES	NO
You have completed all sections of this form	YES	NO
You have discussed this application with your child's current school and understand that they may be contacted for additional information to support the application	YES	NO
All adults with parental responsibility for this child consent to this application	YES	NO

Please complete **all** sections and return directly to:
 School Admissions Team, PO Box 317, Runcorn, WA7 9BZ
OR by email to schooladmissions@halton.gov.uk



Halton Local Authority: Secondary In-Year Transfer Common Application Form

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's school admissions policies are provided in the Halton Coordinated Admissions Scheme, the Halton Secondary composite prospectus and within the document 'Halton's Secondary In-Year Fair Access Protocol'. You **must** read the 'Halton Secondary School In-Year Transfers: A guide for parents and carers' in conjunction with these policies before progressing with your application.

All of these documents are available online at www.halton.gov.uk/schooladmissions

DECLARATION:

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 the documents detailed above before submitting this application. I accept that the information I have provided may be shared with other departments within the local authority, our partner agencies and with the schools involved where it is necessary to do so.

Parent/Carer Signature:		Date:	
Parent/Carer Name:		Email:	
Relationship to child:		Contact Number:	

Please complete **all** sections and return directly to:
School Admissions Team, PO Box 317, Runcorn, WA7 9BZ
OR by email to schooladmissions@halton.gov.uk