

# In-Year Transfer Application

You must read page 7 of this form **before** you complete your application. Please check the evidence checklist on page 8 in case you need to provide us with additional information before your application can be processed. Do not detach or separate any part of this application form. Sections A, B and C must be returned as one complete form for your application to be processed. **If you are applying for more than one child, you must complete a separate form for each child.**

## Section A

### Your child's details

Forename \_\_\_\_\_ Middle Name(s) \_\_\_\_\_ Surname \_\_\_\_\_

Date of birth \_\_\_\_\_ Male Female Current year group \_\_\_\_\_

Current address \_\_\_\_\_  
\_\_\_\_\_ Post code \_\_\_\_\_

New address and moving date (*if applicable*) \_\_\_\_\_  
\_\_\_\_\_ Post code \_\_\_\_\_

Current school your child attends \_\_\_\_\_

List below any previous schools your child has attended (*within the last three years*)

Previous school(s)	Date from	Date to
_____	_____	_____
_____	_____	_____
_____	_____	_____

### School preferences (You can not apply to Emmanuel College using this application form)

List the schools you want to apply to in order of preference below:

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

If any of your preferences is for a Catholic or Church of England School, please state your child's religion below:

\_\_\_\_\_

If a place is available at one of the above schools, when would you like your child to start?

\_\_\_\_\_

## Siblings (brothers and sisters)

Does your child have any siblings of school age? Yes No

Name of sibling(s)	Male/Female	Date of birth	School attending
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Reasons for transfer

Please state your reasons for requesting a transfer (*continue on a separate sheet if necessary*)

## Further information about your child

Does your child speak English? Yes No

If no, what is your child's first language \_\_\_\_\_

Does your child have an Education, Health & Care Plan? Yes No

Is your child receiving Special Educational Needs Support? Yes No

Is your child looked after by a local authority? Yes No

If yes, please state the name of social worker and local authority involved

\_\_\_\_\_

Was your child previously looked after and is now adopted or became subject to a child arrangements order or special guardianship order? Yes No

Does your child live with someone other than yourself? Yes No

If yes, please state the relationship with this person & how long this arrangement has been in place?

<b>Is your child?</b>	A traveller child	UK forces family	An asylum seeker
A refugee	A Hong Kong National	Permanently excluded	None of these

## Your details

Title Mr Mrs Miss Ms Other (*please state*) \_\_\_\_\_

Forename \_\_\_\_\_ Surname \_\_\_\_\_

Relationship to child \_\_\_\_\_

Email address \_\_\_\_\_

Home telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Work telephone \_\_\_\_\_

Your first language \_\_\_\_\_

Do you speak/understand English? Yes No

### Please note these questions **MUST** be answered:

Is there a court order in place which affects your right to apply for a school place? Yes No

Do all those with parental responsibility agree to this request? Yes No

## Signature

All of those with parental responsibility must agree to this request before it can be processed. If you have failed to answer the above question regarding parental responsibility and the court order question, we will assume that in signing this form, you are confirming that **all those** with parental responsibility agree to this request and that there is not a court order in place that affects your right to apply. I confirm that the information I have given on this form is correct. Information is collected in compliance with the Data Protection Act 2018. It will be used to allocate a school place and may be shared with other agencies, local authorities and other relevant officers within the council including Revenues and Council Tax.

Signature/Typed name \_\_\_\_\_ Date \_\_\_\_\_

Relationship to child \_\_\_\_\_

### Please note:

- If you are a new arrival from overseas you must fully complete Section B of this form.
- Once you have completed Section A, you must return the full application form to your child's current UK school for them to complete Section C.
- If you would prefer to email this form to your child's current school, please contact them directly to obtain the relevant email address.
- Please read the important information on page 7 and page 8 **before** you submit your application form.

## Section B New arrivals from overseas

**Please complete this section if your child has recently arrived from overseas or is expected to arrive to the UK within the next 6 weeks.**

If your child's current or previous school is outside the UK, we will need to see proof of your child's arrival in the UK, such as an endorsed passport, entry visa or national identity card.

We will also need to see proof of your child's date of birth, for example, their passport, identity card or birth certificate.

Are you and your child currently living in the UK?    Yes        No

Date of arrival (or expected date of arrival) in UK \_\_\_\_\_

Date of arrival (or expected date of arrival) in Gateshead \_\_\_\_\_

Which country have/will you arrive from? \_\_\_\_\_

If your child has not yet arrived in the UK and you have not included a UK address on page 1 of this form, please tell us what UK address you will be living at when you/your child arrives in the UK:

\_\_\_\_\_

Which country were you born? \_\_\_\_\_

Is your child a refugee or asylum seeker?    Yes        No

Does your child speak English?    Yes        No

If no, what is your child's first language? \_\_\_\_\_

Do you speak English?    Yes        No

Your ethnicity \_\_\_\_\_

Your first language \_\_\_\_\_

Do you speak/understand English?    Yes        No

Does your child have special educational needs?    Yes        No

If yes, please describe your child's needs below and attach any supporting information you have from any professionals involved with your child:

## Section C

### This section must be completed by the child's current school

Date form received \_\_\_\_\_ Child's UPN \_\_\_\_\_

Is the child receiving support in any of the following:

SEN      PSP      IBP      IEP      EHCP      EAL

Please supply any reports/comments relating to the above on an additional sheet.

Percentage attendance for last school year \_\_\_\_\_%      Current school year \_\_\_\_\_%

Is the child currently attending school?    Yes      No

Comments:

Please provide details of any siblings currently attending your school

Name of sibling(s)	Male/Female	Date of birth	School attending
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please provide dates and reasons for any fixed term exclusions:

Is the child at risk of permanent exclusion?    Yes      No

Are there any issues that might be of concern to a receiving school  
(e.g. bullying, disaffection, community issues etc)?      Yes      No

Additional comments:

Does this application meet FAP category J? Yes No

Does this application meet Behaviour and Attendance categories 1 to 8? Yes No  
(please refer to the PPP or FAP protocols)

If you answered yes to either of these questions, please provide further information in the comments space above.

**PRIMARY ONLY: Age related expectations**

Is the child reaching age related expectations?

**SECONDARY ONLY: Details of qualifications being taken**

Courses taken	Qualification type	Exam board	Predicted results
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**School signature**

Name of school \_\_\_\_\_ Designation \_\_\_\_\_

Signed \_\_\_\_\_ Print name \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Date \_\_\_\_\_

**Once complete please return this form to:**  
Education Support Service, The School Admissions Team, Civic Centre, Floor 2, Gateshead, NE8 1HH  
Email [schooladmissions@gateshead.gov.uk](mailto:schooladmissions@gateshead.gov.uk) Telephone number 0191 433 8589

## Important - before you apply

- This form can only be used if you are requesting a transfer to a Gateshead School.
- Sections A , B and C must be complete before we can process your request.
- Once you have completed Section A (and Section B if you are new to the UK), **you must** return the full form to your child's current school for them to complete Section C. Your child's current school will then forward the completed form to us to be processed once they have completed Section C.
- If you would prefer to email this form to your child's current school, please contact them directly to obtain the relevant email address.
- **Your form will not be processed unless all information requested is provided.**
- All persons with parental responsibility for the child must agree to the request before the transfer form is completed.
- We cannot guarantee that your child will be offered a place at one of your chosen schools as this will depend on the availability of places.
- If you are new to the UK from overseas you must complete Section B of the school transfer application form and attach relevant documentary information.
- You can request a school transfer up to a maximum of six weeks prior to the school place being required. However, if your request is for your child to transfer school at the start of a new academic year, i.e. September, you can apply for a school place up to six weeks before the start of the school summer holidays, i.e. June of that year.
- If your request meets a Fair Access category, an Education Support Officer will contact you to discuss the Fair Access Process. Please refer to the Council's website ([www.gateshead.gov.uk](http://www.gateshead.gov.uk)) for further information.
- If your request does not meet a Fair Access Category, it will be processed as a normal transfer and the schools you request will be given ten school days to respond the Local Authority to confirm if they have a place available.
- We will contact you once a response(s) from the relevant school(s) is received.
- If a place is offered to your child it is expected that your child will be admitted on the date agreed by the Head Teacher. However, if you do not take up the offer of a place within a maximum of 6 weeks from the date it was offered, the place will be withdrawn.

Education Support Service, The School Admissions Team,  
Civic Centre, Floor 2, Gateshead, NE8 1HH

Email: [schooladmissions@gateshead.gov.uk](mailto:schooladmissions@gateshead.gov.uk) Telephone: 0191 433 8589

## **Evidence checklist for in-year school application**

As part of the school admission process, you may need to provide supporting evidence along with your application.

### **Serving members of the UK armed forces or crown servants**

If you are currently a serving member of the regular UK Armed Forces with a posting to the area or a Crown Servant returning from overseas, please provide the following:

- An official Ministry of Defence, Foreign Commonwealth Office or Government Communication Head Quarters letter confirming your relocation date and quartering address

### **Looked after children (LAC), previously looked after children and children in state care outside of England who have been adopted**

Please provide documents that we can accept as proof of looked after or previously looked after status:

- Adoption certificates / orders that reference section 12 of the Adoption Act;
- Adoption certificates / orders that reference Section 46 of the Children's Act;
- Any Child Arrangement Order;
- Any Special Guardianship Order that mentions Section 14A;
- Any residence order issued prior to 22/04/2014;
- Written confirmation from an involved council employee (ideally the assigned Social Worker);
- Document saying they are **currently** in public care;

- Document saying they are formerly in public care when the applicant notes this on their application

We will also require a letter or email from the social worker involved with the child to say that they are in agreement with the application.

### **Medical evidence**

If you are applying under the medical category, you will need to provide independent evidence from a health professional such as a consultant. This should state the school you are applying for is the only school your child can attend and the reason why.

### **Proof of parental responsibility**

Where there is any doubt about parental responsibility we will ask you to provide proof of parental responsibility. In such cases, whatever you choose to provide will be entirely up to you. However, it must indicate that you have parental responsibility.

Examples of documents that prove parental responsibility include:

#### **The child's birth certificate**

- Parental responsibility agreement entered into by birth parents
- Copy of a court order giving father parental responsibility
- Child Arrangement Order in respect of the child Adoption Order
- Upon taking office as a formally appointed guardian of the child

This should be accompanied with proof that you are the person named e.g. passport.