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TRANSFER

**Application for**

**in-year school admission / school transfer**

**Important information**

* This application form is available in Welsh / Mae’r ffurflen hon ar gael yn Gymraeg
* You will need to complete a separate application form for each child.
* This application form should be completed in any of the following circumstances:

1. If you are moving, or have moved, to Bridgend and you wish your child to attend a school for which the local authority is the admission authority.
2. If you wish your child to transfer from a current school in Bridgend to a different school in Bridgend for which the local authority is the admission authority.

3. If an application for an admission round (Part-time Nursery, Full-time Nursery, Reception, Year 3 at junior school or Year 7 at secondary school) **has not** been completed and submitted to the local authority prior to 1 September of the relevant school year.

* You **should not** complete this application if you wish to apply for an in-year admission / transfer to one of the following schools:
* Archdeacon John Lewis Church in Wales Primary School
* St Mary’s Catholic Primary School
* St Mary’s and St Patrick’s Catholic Primary School
* St Roberts Roman Catholic Primary School
* Archbishop McGrath Catholic High School

These schools manage their own admissions, and you should contact the school/s directly.

* You **should not** complete this application if you are the parent/carer of a young person, or you are the pupil, in Year 12 or Year 13 and wish to apply for an in-year admission / transfer to another school’s sixth form. You should contact the school directly.
* The local authority’s **School Admissions Policy** and the ‘**Starting School’ prospectus** for each school yearcontain detailed information for parents/carers and pupils. These documents are available from the local authority’s website at [www.bridgend.gov.uk/schooladmissions](http://www.bridgend.gov.uk/schooladmissions)

It is strongly recommended that you read these documents.

* A change of school can be very disruptive to a child’s education and requires careful consideration. If you have concerns about your child’s progress, or there are problems at your child’s current school, please discuss your concerns with the headteacher (or head of year in a secondary school). In many cases, issues that may cause a parent/carer to consider a change of school can be satisfactorily resolved.
* A change of school can be particularly problematic for pupils towards the end of Year 9 or who are currently in Year 10 or Year 11. Curriculum option choices and examination syllabuses vary from school to school, and you should expect that it will not be possible for your child’s optional subject choices to be met at a different school.
* If you have decided to proceed with a request for a change of school, the local authority will be assisted in processing your request if you supply as much information as possible in support of your application.
* The local authority will inform you of its decision to either offer or refuse a place at the school you have requested within 15 school days, or 28 calendar days, of your application being received (or all necessary information being available), whichever is the sooner.
* You should complete and submit your application a minimum of four weeks before the date at which you would like/need your child to start at any other school, to allow sufficient time for all steps to be taken.
* The local authority will not hold a school place open for undue periods of time. Therefore, if you are making an application some time in advance of the requested start date (for example, if you will not be moving house for some months), you should expect that the local authority will refuse to process your application and will advise you of the earliest date when a new application can be submitted.
* A child who leaves a school for any reason will not be considered for re-admission at that school, or any school, unless an in-year admission / transfer application has been submitted and the local authority has considered the application and communicated its decision on the application.
* If you successfully apply for a school that is not the child’s nearest suitable school / catchment school, you will be responsible for the child’s transportation to and from school.
* If the local authority is not able to offer a place for your child at the requested school, a place will be offered for your child at the nearest alternative school to your home. You will have 10 days to accept the offer of a place at that alternative school. You will be informed whether your child is entitled to free home-to-school transport to that alternative school. If you have a right of appeal against the refusal decision, you will be provided with information on how to exercise your right of appeal.
* Please complete this form in block capitals using black ink.

Please tick

|  |  |
| --- | --- |
| I confirm that I have read and understood this information. |  |

If you do not understand any part of this information, please do not proceed with this application and contact [pupilservices@bridgend.gov.uk](mailto:pupilservices@bridgend.gov.uk) or telephone 01656 642622.

**Child’s details**

|  |  |
| --- | --- |
| Child’s legal forename |  |

|  |  |
| --- | --- |
| Child’s legal surname |  |

|  |  |
| --- | --- |
| Child’s gender |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Child’s date of birth |  |  | **/** |  |  | **/** |  |  |  |  |

|  |  |
| --- | --- |
| Child’s school year group |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is the child currently a resident in the UK Please tick | Yes |  | No |  |

If you answered ‘no’ to the above question you **must** complete the following two questions and provide more details below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Has the application for the child’s entry to the UK been successful? Please tick | | Yes |  | No |  |
| Have any terms been applied to the child’s entry to the  UK? Please tick | | Yes |  | No |  |
| Please give details. |  | | | | |

**Child’s current address**

|  |  |
| --- | --- |
| House number or name |  |

|  |  |
| --- | --- |
| Street |  |

|  |  |
| --- | --- |
| District (optional) |  |

|  |  |
| --- | --- |
| Town |  |

|  |  |
| --- | --- |
| County |  |

|  |  |
| --- | --- |
| Postcode |  |

|  |  |
| --- | --- |
| Length of time at this address |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Is the child currently residing at this address? Please tick | | Yes |  | No |  |
| If no, please  give details |  | | | | |

**Child’s previous address (if you have recently moved)**

|  |  |
| --- | --- |
| House number or name |  |

|  |  |
| --- | --- |
| Street |  |

|  |  |
| --- | --- |
| District (optional) |  |

|  |  |
| --- | --- |
| Town |  |

|  |  |
| --- | --- |
| County |  |

|  |  |
| --- | --- |
| Postcode |  |

|  |  |
| --- | --- |
| Length of time at this address |  |

**Child’s current / previous school**

|  |  |
| --- | --- |
| Name of child’s current / previous school |  |

|  |  |
| --- | --- |
| Dates attended |  |

**Requested school**

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| --- | --- |
| Name of requested school |  |

**Additional information about the child**

'Looked after child' is a general term for children cared for by the local authority, whether this is in a children's home, foster care or living with their natural family.

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| --- | --- | --- | --- | --- | --- |
| Is the child looked after by this local authority or any other local authority?  Please tick | | Yes |  | No |  |
| If yes, please  give details |  | | | | |

A statement of special educational needs (SEN) is a legal document that sets out a child’s SEN and any additional help that the child should receive. An Individual Development Plan (IDP) is a legal document that begins to replace statements of SEN from September 2021.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Does the child have a statement of SEN or an IDP?  Please tick | | | Yes | |  | | No | |  | |
| Is the statement of SEN or the IDP issued by Bridgend County Borough Council?  Please tick | | | Yes | |  | | No | |  | |
| If yes, please  give details | |  | | | | | | | | |
| **If ‘No’, you will need to provide the local authority with a copy of the statement of**  **SEN or IDP.** | | | | | | | | | | |
| Is the child from a family of current service personnel  (armed forces; diplomatic service; other crown servants)?  Please tick | | | | Yes | |  | | No | |  |
| Is this application being made in consequence of a posting?  Please tick | | | | Yes | |  | | No | |  |
| If yes, please  give details |  | | | | | | | | | |

|  |  |
| --- | --- |
| Child’s ethnicity |  |

|  |  |
| --- | --- |
| Child’s first language |  |

Please record below any other information about your child that you consider to be relevant to your application.

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| --- |
|  |

**For a child in Year 9, 10 or 11**

* A change of school can be particularly problematic for pupils towards the end of Year 9 or who are currently in Year 10 or Year 11. Curriculum option choices and examination syllabuses vary from school to school, and you should expect that it will not be possible for your child’s optional subject choices to be met at a different school.

Please record the optional subjects below.

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**Reason for the application**

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| What is the reason for the application?  Please tick | | House  move |  | Other |  |
| If ‘Other’, please provide details. |  | | | | |

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| --- | --- | --- | --- | --- | --- |
| If ‘Other’, have you discussed your request with the headteacher or other senior member of staff at the school? Please tick | | Yes |  | No |  |
| If ‘Yes’, please provide details of the school’s advice. |  | | | | |

|  |  |
| --- | --- |
| How do you believe a change of school will benefit your child? |  |

**Involved support agencies**

Please provide details of any support agencies involved, including contact details (for example, Child Social Services, Educational Welfare Service, Youth Offending Service, Child and Adolescent Mental Health Services)

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**Your details**

* An application may only be made by one of the parents or legal guardians of the child.
* If you are a legal guardian of the child, you will need to prove this by providing official documentation.
* If you are not a parent or legal guardian of the child, then you must arrange for this application to be completed by a parent or guardian of the child, or provide the local authority with written permission from a parent or legal guardian of the child. If the child is currently a ‘looked after child’, the application must be completed by the corporate parent.

|  |  |
| --- | --- |
| Your forename |  |

|  |  |
| --- | --- |
| Your legal surname |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Relationship to the child  Please tick | | Mother |  | Father |  | Other |  |
| If relationship is ‘Other’, please give details and provide supporting documentation. |  | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Your email address |  | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Your telephone number |  | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- |
| Do you wish for all future communication with you  to be in Welsh?  Please tick | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| How would you like to receive notification of the outcome of  your application?  Please tick | By  mail |  | By  email |  |

**If you have chosen ‘By email’, please check that you have recorded your correct email address above.**

**Data protection**

* + - * Any information recorded in this application will be held electronically and used by Bridgend County Borough Council (the local authority) for the purpose of processing your application.
      * We regard your privacy as important and we comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The full Data Protection guidance and principles of the local authority may be viewed on our website: <https://www.bridgend.gov.uk/my-council/freedom-of-information/data-protection/>
      * The local authority will share the information provided on the form with the relevant school/s in accordance with the Fair Processing Statement – Education and Family Support, which is available at <https://www.bridgend.gov.uk/my-council/freedom-of-information/data-protection/>

**Declaration**

Please Tick

|  |  |
| --- | --- |
| I certify that the information provided on this form is accurate. |  |
| I understand that withholding information or giving false information may result in the withdrawal of any offer of a school. |  |

**Signature**

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| --- |
|  |

**Date**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **/** |  |  | **/** |  |  |  |  |

**Please forward this completed form to:**

[pupilservices@bridgend.gov.uk](mailto:pupilservices@bridgend.gov.uk)

or post to:

Bridgend County Borough Council

Education and Family Support Directorate – Pupil Services

Civic Office

Angel Street

Bridgend

CF31 4WB