

**SECTION D – Your Preferences**

In the space below, please write in **order of priority** which school(s) you would prefer your child to go to; you may include schools outside of South Tyneside. **\*\*We strongly advise that you name more than one school.**

- 1. ....
- 2. ....
- 3. ....

**Please state the reason(s) for your preferences (continue on a separate sheet if necessary):**

.....  
.....  
.....  
.....

**PLEASE NOTE**

**BEFORE SUBMITTING YOUR REQUEST TO THE LOCAL AUTHORITY YOU MUST DISCUSS THE TRANSFER WITH THE HEADTEACHER OF YOUR CHILD’S CURRENT SCHOOL. IF THIS IS A SCHOOL WITHIN SOUTH TYNESIDE LOCAL AUTHORITY, YOU MUST GET HIM/HER TO SIGN THE FORM BELOW.**

Date of interview/discussion.....

Headteacher’s signature.....

**PUPILS SHOULD ATTEND THEIR CURRENT SCHOOL, WHERE POSSIBLE, UNTIL THE REQUEST FOR TRANSFER IS PROCESSED AND AN ADMISSION DATE AGREED.**

**SECTION E – Returning this Form**

**Declaration**

**By submitting this application form I can confirm that I have parental responsibility for this child and I give permission to the School Admissions Team, to collect and retain information about me for the purpose of processing my application for a school place.**

I understand that the School Admissions Team may check the information I have provided with other information held by South Tyneside Council to make sure that the information I have provided is correct and accurate. I also understand that if I have given false or inaccurate information, any school place that is offered will be withdrawn. South Tyneside is the Data Controller for the purposes of the Data Protection Act 1998.

Your Full Name (please print): .....

Your Signature: .....

Date: .....

**Please return this application to the School Admissions Team, Town Hall and Civic Offices, Westoe Road, South Shields, Tyne and Wear, NE33 2RL.**

If you have any queries, please contact us on telephone: 0191 424 7767 or 0191 424 7705.

[www.southtyneside.gov.uk/schooladmissions](http://www.southtyneside.gov.uk/schooladmissions)



# South Tyneside Council

<b>FOR OFFICE USE ONLY</b>
Date Received by <u>LA</u> : .....
Year Group: .....
Entered on Database: .....

## In Year Transfer Application Form

This application should be completed if you have parental responsibility for the child and for requesting a school place after the start of the Autumn Term i.e. September. Please refer to the guidance notes on the back of this application before completing all sections of this application form. **Please return this application form to the School Admissions Team, Town Hall and Civic Offices, Westoe Road, South Shields, NE33 2RL.**  
**\*\*Your child must continue to attend their current school whilst your application is being considered.**

### SECTION A – Pupil Details

Family Name: .....

First Name: .....

Date of Birth: ..... Male  Female

Parental Home Address: .....

.....  
 ..... Postcode: .....

Daytime Contact Tel. Number: .....

E-mail Address: .....

Is your child Permanently Excluded? Yes  No

Please indicate your relationship to the child by ticking one of the following:  
 Mother  Father  Step-parent  Carer  Social Worker  Other

If you are not a close relative (parent/grandparent/aunt/uncle), will the child be living with you for more than 28 days? Yes

Is your child 'Looked after', previously 'Looked After' or Adopted Yes  No   
 (See definition in the School Admissions Policy)

If Yes, please state which Local Authority: .....

Please give the name of the Social Worker: .....

Contact number .....

Does your child have a Statement of Special Educational Need / Education Health Care (EHC) Plan? Yes  No

Is your child an asylum seeker or refugee? Yes  No

### SECTION B – School Details

Name of Pupil's Current /Previous School: .....

### SECTION C – Sibling Link

Is there an older brother or sister attending one of your preferred schools?  
 If yes please give details below.

Name of Sibling	Date of Birth	School Attending

## Guidance Notes

### In Year Admissions

In Year admissions are those that occur other than at the normal time of entry to school. You can submit only **one** application form for consideration, which may include preferences for schools in other neighbouring Local Authorities. You may express up to three preferences, we strongly advise that you name more than one school. If any of your preferences are for a school other than a South Tyneside School, then we will contact the appropriate Admission Authority of that school to enable a decision to be made on your application. **The local authority is unable to process applications for schools where the date that the place is required from, is more than 2 months from the date of the application (Service and Crown Personnel are exempt). Children must be resident in the country before a Common Application Form can be considered (Service and Crown Personnel are exempt)**

### Will a Move Really be in my Child's Best Interest?

In the case of house moves or exclusion, a move of schools may be unavoidable. At other times your application to change a child's school will need careful consideration. It is vital that parents consider the effect on their child(ren) if they are considering changing schools. The last two years of Secondary School (years 10 and 11), when pupils prepare for their GCSE and other public examinations, are particularly important. It is generally considered that changing schools at this stage should be avoided if possible, because it might have a damaging effect on the examination results a pupil may achieve. At public examination level, schools do not always offer the same combination of subjects and syllabi. Examination requirements can also differ as schools do not all use the same examination boards. Problems may arise in subjects involving course work that must be sent to examination boards by set dates, and pupils who have not completed essential course work may be unable to complete the examination. Sometimes a change is considered because there has been a disagreement between the parents or child(ren) and school. There are very few differences that cannot be resolved if an issue is discussed openly and reasonably between the school and parent. The Youth Support Service can also be contacted to help parents resolve difficulties. Parents are encouraged to settle any differences with schools and only move their child(ren) to another school as a last resort.

### Bullying in schools

It is a statutory responsibility for all schools to have an Anti-Bullying Policy. This Policy will explain how they will respond to all reported incidents. If you are worried or concerned about bullying issues, or your child has reported bullying to you, it is important that you make contact with the Head Teacher of the school, who will ensure a member of staff follows up your enquiry, as outlined in their schools policy. Schools will endeavour to meet with you to discuss your concerns so that they can work with you and your child to resolve the issues. If the matter remains unresolved the next step would be to refer the matter through the schools complaints procedure, which would involve the Schools Governing Body.

### The Procedure

The same admission arrangements apply to children moving between schools as those starting for the first time, and admission is dependent on the availability of places. If there are places available, the start date may not be immediate and would normally be at the beginning of a half term. In general it is unwise to withdraw a child from one school before you have made satisfactory arrangements for admission to another and it is expected that your child will continue to attend his/her current school. If the year group is full you will be informed of your right to appeal to the Independent Appeals Panel.

### Address

When considering an application for a school place, the address of the Parent/Carer with whom the child normally resides for the majority of the time will be taken into account. If the address on your application form is not your child's normal address, you must provide a Residence Order, issued by a court, if you wish that address to be considered. You should be aware that each Admission Authority reserves the right to seek proof of address and to withdraw an offer of a place, if inaccurate information or address is given on the application form. If you change your address after the submission of the form you must contact us in writing immediately, we may ask for proof of your new address.

### Contact Telephone Numbers

For advice on the admission arrangements for Community and Voluntary Controlled Schools in South Tyneside, you can ring telephone numbers 0191 424 7767 or 0191 424 7705. If you require advice and guidance about how the admission criteria/policy of any other type of school operates then you will need to contact the school direct.

### Contacts in Other Local Authorities

You can seek advice about admission to schools in neighbouring Local Authorities on the following telephone numbers:

Gateshead Local Authority:	0191 433 2757
North Tyneside Local Authority:	0191 643 8724
Sunderland Local Authority:	0191 520 5553

### Counter Fraud Work, Data Protection and Fair Processing Notice

By completing this application form, you give South Tyneside Council permission to collect and retain information about you for the purpose of processing your application for a school place. The School Admissions Team may check the information you have provided with other information held by the Council. South Tyneside Council will not disclose information about you to anyone else without your consent, unless we are required to do so by law. South Tyneside is the Data Controller for the purposes of the Data Protection Act 1998. This Council is under a duty to protect the public funds it administers, and may use the information you have provided on this form for the prevention and detection of fraud. It may also share the information with other bodies responsible for auditing or administering public funds for these purposes

**SECTION F**  
**Evidence of Religious Denomination and Faith**

Only complete this section if you are applying for a place at a Roman Catholic School.

Religious Denomination/Faith of Pupil: .....

Approximate Date of Pupil's Baptism/Ritual: .....

Name and Address where Baptism/Ritual took place: .....

Date and Place of First Communion (if relevant): .....

Name of Parish in which you live: .....

Name of Parish Church attended: (if different from above) .....

.....  
**All applicants stating that they are baptised Catholic or have been received into the Catholic Church MUST provide a copy of one of the following with their application:**

**Please tick relevant boxes**

- Copy of Baptismal Certificate
- Copy of 1<sup>st</sup> Holy Communion Certificate or proof of acceptance
- A Supportive Statement from a Minister of Religion

**If your child is not baptised Catholic but is a dedicated member of a Christian Church affiliated to Churches Together in England or Britain and Ireland, you MUST provide either a certificate of christening or a signed and dated letter of support from an appropriate Minister of Religion with this application form.**

**If your child belongs to a faith other than the Christian faith, you MUST provide a signed and dated letter of support from your faith leader (or authorised representative) with this application form.**

Please note that you may send a copy of your additional documents by e-mail to [school.admissions@southtyneside.gov.uk](mailto:school.admissions@southtyneside.gov.uk) (ensure your child's name and date of birth is clearly identified).

**If you do not provide evidence of your religious denomination or faith, your application may not be considered against the admission criteria on the grounds of religion or faith and your child may not be given the appropriate priority for a place at the school.**

**Declaration**

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Your Full Name (please print): .....

Your Signature: .....

Date: .....