

# MID-TERM (IN YEAR) TRANSFER

## Application for a Shropshire school

### Section 1: Pupil Details:

Forename/given name:		Middle name(s):	Surname/family name:
Date of birth Day: Month: Year:	Gender (please tick): Boy      Girl		If TWIN or multiple please tick box and complete an application form for each child <input type="checkbox"/>
Home Address:  Postcode:		Future home address: (where move is due to take place) ..... ..... .....Postcode	

### Section 2: Preferred Schools

Parents are responsible for submitting their application to each of their preferred schools.

1st: ..... (Name of school)  
2nd: ..... (Name of school)  
3rd: ..... (Name of school)

### Section 3: School currently attending or where currently on roll (and address if not in Shropshire)

..... (School) ..... (Date last attended)  
..... (Address)

Name of any brother(s) or sister(s) already attending preferred schools(s) above:

Name: ..... School: ..... Date of Birth: .....  
Name: ..... School: ..... Date of Birth: .....

### Section 5: Reasons for transfer

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

### Section 6: Statement of Special Educational Needs or Educational Health Care Plan:

Does your child have a statutory Statement of Special Educational Needs or EHCP? Please tick box if YES

Which local authority issued the statement?

.....

(Children who have a Statement of Special Educational Needs will have a placement arranged through Inclusion Services)

### Section 7: Looked After Children

Please tick the box if the child for whom you are applying for a school place is "looked after" by a local authority or if they were previously 'looked after' and then adopted. Currently looked after ...

Looked after by which local authority? ..... Previously looked after....

## Section 8: Applicant's details

Title (Mr/Mrs/Miss etc): Mrs	Forename/given name:	Surname/family name:
Address: .		
Telephone no. (home): .	Telephone no (work):	Telephone no (mobile): 0.
Email address: .	Relationship to pupil:	Do you have parental responsibility for this child? (Please tick): Yes                      No <input type="checkbox"/>

## Section 8a: Additional information

Some applications may need to be considered under the Fair Access Protocol. To help determine whether this is applicable, please tick the box if the following apply and provide details where appropriate:

Is the pupil a child of UK service personnel?	<input type="checkbox"/>	Is the child eligible for free school meals?	<input type="checkbox"/>
Is the child a member of the Gypsy/ Roma/ Traveller community?	<input type="checkbox"/>	Is your child changing schools due to domestic violence?	<input type="checkbox"/>
Are you a refugee or asylum seeker?	<input type="checkbox"/>	Is your child a carer?	<input type="checkbox"/>
Has the pupil been permanently excluded? (please give details below)	<input type="checkbox"/>	Has the pupil been accessed alternative provision such as tuition services? (Please give details below)	<input type="checkbox"/>
Does the child have disability or medical condition (but no statement or EHCP)? (Please give details below)	<input type="checkbox"/>	Are support agencies working with you and /or your child? (Please give details below)	<input type="checkbox"/>

(Please provide additional information in relation to the information above):

## Section 9: Current Headteacher's Declaration (for Shropshire Headteachers only):

I am aware of this applicant's request to transfer their child to another school

Signed ..... Printed Name .....

## Section 10: Admission to own Admission Authority Schools:

If your preferred school is an Admission Authority with religious oversubscription criteria you may be required to give additional information (e.g. baptismal certificate) to help school governors consider your application

## Section 11: Applicant's Declaration

All information given on this form must be genuine. Random checks may be made and applicants may be asked to produce verification of their address details. The address given must be the current genuine residence of the parent/ carer who has parental responsibility for the child, and this is expected to be the address where the child is resident for the majority of the time. The address of a grandparent/other close relative or childminder is not acceptable.

I declare that the information given in this application is correct. I understand that a place may be lawfully withdrawn if the information given is found to be fraudulent or misleading or if it results in a place being offered in error, even if the child has already started at the school.

Signed:  
(Parent/Carer)

Date:

**Once completed this form must be returned to your preferred school in Shropshire.**

If you require any further help in securing a school place, please contact the Admissions Team on telephone number **0345 678 9008** or email: [school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk)

*The Parents' Guide to Education in Shropshire" booklet is available on [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions)*

### Disclaimer:

Information may be disclosed to local authorities, health authorities, schools, colleges, or other places of education for the purpose of ascertaining your child's eligibility for a school placement. We reserve the right to make appropriate enquiries about the validity of information given on this form.