



North East  
Learning Trust

## In-Year Admission Form – Primary

It is important that you provide as much information as possible to assist in the transfer process. Please note that your child is not guaranteed a place at any school (this includes your nearest schools).

This form **MUST** be completed by the person who has parental responsibility for the child. If there is a residential order or special guardianship in place evidence of this **MUST** be provided with the form.

Sections A and B must be **FULLY** completed by the parent/carer. **Section C is to be completed by your child's current school.**

Once the form has been completed, the form must be forwarded to Governance Manager, North East Learning Trust, Traynor House, Traynor Way, Peterlee, County Durham, SR8 2RU by post or by email to [schooladmissions@nelt.co.uk](mailto:schooladmissions@nelt.co.uk).

**Transfer forms that are not fully completed will be returned to the parent/carer or current school.**

### Section A – to be completed by the parent/carer (or the person who holds legal parental responsibility)

<b>Name of Academy (you would like your child to attend)</b>		
<b>Year Group (R, Year 1,2,3,4,5,6,</b>		
<b>Date place is required:</b>		
<b>Reason for transfer:</b>		
<b>Name of pupil:</b>		
<b>Date of birth:</b>		
<b>Current Address:</b>		
<b>Postcode</b>		
<b>Telephone number</b>	<b>Home:</b>	<b>Mobile:</b>
<b>E-mail address</b>		
<b>Current/previous school</b>		



<b>Local Authority</b>				
<b>Previous schools attended:</b>	1			
	2			
<b>Does your child have an Education, Health and Care Plan or a statement of special educational needs?</b>	Yes		No	
<b>Do you have parental responsibility for the child?</b>	Yes		No	
<b>If your child is 'looked after' please confirm the name of the local authority</b>				
<b>If the answer is yes to the above question please confirm the name of social worker</b>				
<b>Is your child previously 'looked after' but now adopted?</b>	Yes		No	
<b>Is your child subject to a residential order or special guardianship? - please provide a copy.</b>	Yes		No	
<b>Does your child live with someone other than yourself or another family member?</b>	Yes		No	
<b>If so, please state name of the person and their relationship to the child.</b>				
<b>How long has this arrangement been in place?</b>				
<b>Has your child been permanently excluded from any school?</b>	Yes		No	
<b>If yes, which school:</b>				
<b>Reason for exclusion:</b>				
<b>Please include details of why your child wishes to move School:</b>				
<b>Please confirm the names and date of birth of any siblings attending your preferred school?</b>				

<b>Name</b>	<b>Date of Birth</b>	<b>Year group</b>
<b>Signed</b>		
<b>Print Name</b>		
<b>Relationship to pupil</b>		
<b>Date</b>		

**Section B – to be completed if your child has recently arrived from overseas**

Please note that if your child's current or previous school is outside the UK, we will need to see proof of your child's boarding pass, travel ticket, endorsed passport or entry visa.  
We will also need to see proof of your child's date of birth, such as their passport, identity card or birth certificate.

<b>Date of arrival in area</b>			
<b>Is your child a refugee or asylum seeker?</b>	<b>Yes</b>		<b>No</b>
<b>Do you speak English fluently?</b>	<b>Yes</b>		<b>No</b>
<b>If you are not fluent in English, what is your preferred language?</b>			
<b>Does your child speak English fluently?</b>	<b>Yes</b>		<b>No</b>
<b>If no, what is your child's first language or additional language spoken?</b>			

**Section C – to be completed by current school**

***BEFORE SUBMITTING YOUR APPLICATION FORM, YOU MUST ASK YOUR CURRENT SCHOOL TO COMPLETE SECTION C. (there may be a delay in processing your transfer if the form is not fully completed)***  
Please note that parents/carers have the right to apply for a school transfer.

<b>Is the pupil reaching age related expectations</b>	<b>Yes</b>		<b>No</b>
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Please tick below where appropriate and for ticked sections, please provide relevant reports.

<b>EHCP</b>	<b>SEN Plan</b>	<b>EAL</b>	<b>LAC</b>	<b>EWS involvement</b>	<b>Social worker</b>	<b>Behaviour support</b>	<b>Educational psychologist</b>

**Attendance – please provided attendance percentage for:**

<b>Last school year</b>	<b>%</b>	<b>Current school year</b>	<b>%</b>
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**Sibling details (currently attending your school)**

<b>Name</b>	<b>Year group</b>	<b>Comments</b>
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**Details of any fixed term exclusions during the past year:**

Date	Reason	Duration (days)

**Details of any internal exclusions during the past year:**

Date	Reason	Duration (days)

<b>Is this student at risk of permanent exclusion?</b>	Yes		No	
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<b>Are there any issues that may cause concern in our Academies?</b>	Yes		No	
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**Please include any information or comments you believe that the receiving school need to be aware of including relationships with staff and peers, SEND, general comments about behaviour and attitude, at risk of CSE and views on the transfer:**


**This form must be signed by the Headteacher (or nominated representative in their absence). Forms that are not fully completed and signed by the Headteacher will be returned to the school.**

<b>Signed</b>	
<b>Print name</b>	
<b>Designation</b>	
<b>Name of school</b>	
<b>Date</b>	