

Local Authority				
Previous secondary schools attended:	1			
	2			
	3			
Does the child have an Education, Health and Care Plan or a statement of special educational needs?	Yes		No	
Do you have parental responsibility for the child?	Yes		No	
If the child is 'looked after' please confirm the local authority				
If the answer to the above question is yes, please confirm the name of the social worker (where applicable)				
Is the child previously 'looked after' but now adopted?	Yes		No	
Is the child subject to a residential order or special guardianship – please provide a copy.	Yes		No	
Does your child live with someone other than yourself or another family member?	Yes		No	
If so, please state the name of the person and their relationship to the child:				
How long has this arrangement been in place?				
Has your child been permanently excluded from any school?	Yes		No	
If yes, which school:				
Reason for exclusion:				
Please include details of why your child wishes to move school				
Please confirm the names and date of birth of any siblings attending your preferred school?				
Name	Date of Birth		Year group	

Signed		
Print Name		
Relationship to student		
Date		

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.

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

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 tick below where appropriate and for ticked sections, please provide relevant reports.

EHCP	SEN Plan	EAL	LAC	EWS involvement	Social worker	Behaviour support	Educational psychologist

Attendance – please provided attendance percentage for:

Last school year		%	Current school year		%
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Sibling details (currently attending your school)

Are there any issues that may cause concern in our Academies?	Yes		No	
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 Head of School (or nominated representative in their absence). Forms that are not fully completed and signed by the Headteacher/Head of School will be returned to the school.				
Signed by Head of School				
Print Name				
Date				