

Please remove this guidance sheet and keep it for your information

Important: you **MUST** read the information below before completing the attached application form.

How we will process your **Primary** application

Sandwell Community/Controlled schools

A Community/Controlled School is one where the local authority (LA) has responsibility for admissions into the school. A list of all Sandwell schools can be found on our website. To ensure that we consider applications for places fairly we will collect any applications received during a particular week and consider them against the pupil numbers which we receive at the end of that week. We will try to deal with an application for this type of school within **15 school days**.

Non-Sandwell schools: **please do not complete this form**

For schools outside Sandwell, please contact the appropriate LA for advice about their school admissions process.

Sandwell self-governing schools

A Self-Governing school is one where the Governing Body is responsible for admissions into the school. A list of Sandwell self-governing schools is included overleaf. If you have applied for a school on the list, we will forward your application to the school so that it can be considered by the Governing Body. Once we are informed of the governors' decision we will write to inform you of the outcome. As it is not the LA that makes the decision an application for this type of school can take around **15-20 school days** to process.

Parents should note that admission authorities cannot guarantee a place for any child at their preferred school.

Please note: we will not be able to process your request during a school holiday.

Sandwell self-governing schools

Albert Pritchard Infant	Rowley Hall Primary
All Saints CE Primary	Shireland Hall Academy
Brickhouse Primary	Silvertrees Academy
Christ Church CE Primary	Springfield Primary
Corngreaves Academy	St Francis Xavier Catholic Primary
Devonshire Infant Academy	St Gregory's Catholic Primary
Devonshire Junior Academy	St John Bosco Catholic Primary
George Betts Primary Academy	St John's CE Primary Academy
Harvills Hawthorn Primary	St Margaret's CE Primary
Holy Name Catholic Primary	St Mary's Catholic Primary
Holyhead Primary Academy	St Matthew's CE Primary
Jubilee Park Academy	St Paul's CE Academy
Mesty Croft Academy	St Philip's Catholic Primary
Moat Farm Junior Trust	Summerhill Academy
Moorlands Primary	Tameside Primary
Ocker Hill Academy	Temple Meadow Primary
Old Hill Primary	Timbertree Academy
Old Park Primary	Victoria Park Primary Academy
Our Lady and St Hubert's Catholic Primary	Wednesbury Oak Academy
Park Hill Primary	Wood Green Junior

Fair Access

All LAs are required to have a "Fair Access" Protocol in place. This ensures that vulnerable, excluded or "Hard to Place" pupils are placed fairly and equitably across the schools in the LA. If your child meets the Fair Access criteria, then your application might need to be considered by one of our Fair Access Panels and so could take longer to process than normal.

On EMS	Application number	SEN	Student ID	Application Date	CSS	HTP

Request for a Primary school place [mid-year transfer]



Sandwell schools only

Before submitting this form, you **must** ensure you read the attached information. Once you have completed pages 3 to 5, hand the form to your child’s current school. If your child is not attending a school, please return the application form to:

Admissions Service, Sandwell Council House, PO Box 16230, Freeth Street, Oldbury B69 9EX. Parent support line 0121 569 6765.

Please note: if you leave any sections blank or provide misleading information this will delay the processing of your application.

Part 1: To be complete by parent/carer

Please state (in order of preference) your preferred Sandwell school(s).

		<i>For office use only</i>	
School name		<i>DfE number</i>	<i>Status</i>
1st preference			
2nd preference			

Child’s First Name	Surname	Date of Birth	Year Group	Male/Female

Are any other names used by your child?
If so please give details:

Name of adult with parental responsibility:
(Mr/Mrs/Miss/etc.)

Relationship to child:

Are you applying for a school place for any other children? Yes No

If yes, please detail below and complete a form for each child:

Child’s First Name	Surname	Date of Birth	Year Group	Male/Female

Your home address - **proof required (see page 5):**

Postcode: Contact No.:

Does your child live with you at the above address? Yes No

If "No" please provide the address where your child lives:

Name of person child lives with:

Relationship to child:

Alternative contact number (if applicable):

Work:

Mobile:

Email address:

Is your application because of a change of address? Yes No

Please provide your previous address:

Postcode:

Date moved:

Is your child an: Asylum seeker? Yes No Refugee? Yes No

Please state when the child arrived in Britain. Please state month and year of entry and include a **copy of your child's passport and visa**. We may use this information to contact the UK Border Agency.

Month:

Year:

Nationality (if not British):

Home language:

Country of origin:

Is your child in public care (looked after by the local authority) or previously been in public care? Yes No

Does your child have a brother or sister at any of your preferred schools? Yes No

If so, please give details below.

Name(s):

Date of birth:

School:

Does your child have a statement of Special Educational Needs (SEN) or Educational Health Care Plan? Yes No

Does your child have a disability? Yes No

If yes, please state the nature of the disability:

Are you applying for a place on denominational (religious) grounds? Yes No

If so please state religion:

Please name your child's current/last school, **including local authority if not Sandwell**, and first date attended.

School:

Local authority: Date:

Is your child still attending this school regularly? Yes No

If No, please indicate last day attended:

Has your child had any exclusions from any school? Yes No

If yes, please provide brief details of the exclusions below.

School:	Date of exclusion(s):	Reason(s):
<input type="text"/>	<input type="text"/>	<input type="text"/>

Has your child's current school suggested you transfer your child? Yes No

Please provide details of any contact you have had with your child's present/last school in order to resolve any difficulties:

If you have had contact with the school, please give the date of the last school meeting:

Did you attend? Yes No

Please ✓ the box which most accurately reflects your reason for transfer

- | | |
|--|--|
| <input type="checkbox"/> Bullying | <input type="checkbox"/> New to UK |
| <input type="checkbox"/> Curriculum issues (including quality of teaching) | <input type="checkbox"/> Returning to UK |
| <input type="checkbox"/> Denominational (religious) reasons | <input type="checkbox"/> New to Sandwell |
| <input type="checkbox"/> Distance from home | <input type="checkbox"/> Permanent Exclusion |
| <input type="checkbox"/> Domestic problem | <input type="checkbox"/> Sibling at the School |
| <input type="checkbox"/> House move within Sandwell | <input type="checkbox"/> Traveller |
| <input type="checkbox"/> Issues with other parents | <input type="checkbox"/> Armed Forces Family |
| <input type="checkbox"/> Other provision – please state reason: <input type="text"/> | |

Proof of your home address must be supplied with this form. Acceptable proof includes a council tax bill, tenancy agreement, mortgage statement or a statutory declaration from a solicitor. Please tick the box to confirm that proof has been provided.

Signature of Parent/Guardian:

Date:

If you are a non-EU citizen the information provided on this form together with any supporting documentation, is subject to verification by the Home Office. To be entitled to a state education in a UK school you must have a visa for the UK in excess of six months.

Now take this form to your child's present school (if applicable)
The school must complete pages 6, 7 and 8

Part 2: To be completed by your child's present school

Note to school: It is essential that all sections of this application are completed and returned to the address on the front of this form, or emailed to the address on page 8, within three school days.

School name:

Can you confirm that the information about the applicant is correct? Yes No

If no, please supply supporting evidence.

Unique pupil number reference:

1. **Please give any available information about the circumstances which have led to the parent's request.**

2. **Do you believe that a change of school would be in the best educational and social interests of the child?** Yes No

3. **Do you consider that this child is "Hard to Place" as set down in the Sandwell Fair Access Protocol?** Yes No
(If yes, please complete section 5 below.)

4. **Does the pupil have an EHCP?** Yes No

a) Is the pupil on the **SEN Stage** Code of Practice for **behaviour**? Yes No

b) Is the pupil on the **SEN Stage** Code of Practice for **learning**? Yes No

5. **For pupils designated as "Hard to Place" please attach the following (if applicable):**

a) Pupil incident log (including details of all fixed term exclusions in the last 12 months)

b) IEP

c) PSP

d) BSP

e) Home/School Agreement

f) Risk Assessment

g) Attendance print-out (please include print-out for last full academic year as well as current year)

h) Details of other strategies used

--

6. Intervention by other agencies.

Please give details of any intervention by the following agencies:

Agency	Details (please include contact details if applicable)	Additional papers attached (please list)
Inclusion Support EP BST SENAT L		
CAMHS		
Social Care		
YOT		
EWS		
LACE		
Other (Please give details)		

7. Academic achievement/SATs Results

Subject	Grade/SATs Level

Please attach student attendance record and any other additional information included in section 5.

Signature:

Position:

Date:

Thank you for your cooperation

To enable the local authority to process this request without delay, please return by first class post to the address on page 3 or email to: midyear_admissions@sandwell.gov.uk

The data entered onto this form can be used by the council for the purpose of verifying electoral registration details.

Privacy notice

How is my personal data used?

Your personal data is used to enable us to process your application for a school place for your child either for Reception, an Infant to Junior school transfer or for a Year 7 place in a Secondary school.

It is also used to enable us to process your application for a mid-year transfer during the school year if you wish your child to transfer school or you have moved into the Sandwell area during a school year and require a school place.

The information provided on any school request form will also be used in conjunction with any appeal that you may lodge in relation to your request for a school place, if you are refused your preferred school(s) and take up your right of an appeal to an Independent Appeals Panel.

School Admissions and Appeals

Under data protection law the Council does not need your consent to process certain personal data relating to you because it has a legal obligation to do so. This is usually where there is a law or instruction from Government. The Council may process more data than is necessary for this obligation, but you should be informed what this is and why they are doing it.

The personal data collected from you when applying for a school place or lodging a school appeal will be used in the following ways by the council. Please note that the council is generally referred to as the Local Authority (LA) for Education purposes.

The LA has a key role in providing information to parents on admission arrangements and schools in their area and in co-ordinating school admissions for parents for all state funded schools. The LA will also be notified and have oversight of the outcome of all in-year applications.

The LA is an admissions authority as defined in the School Admissions Code which has been issued under Section 84 of the School Standards and Framework Act 1998. The LA has a duty to collect and process personal data as specified in the School Admissions Code in order to process applications for schools. Places are allocated to parents as explained in the [admission arrangements] (<http://www.sandwell.gov.uk/schooladmissions>) for Sandwell, this may include the use of automated decision making to apply the criteria outlined in the admissions arrangements. There is an appeals process for parents to use.

As part of the admissions process the LA is required to share personal data with self-governing schools and academies and other local authorities in order to apply admission priorities in line with the School Admissions Code. The LA shares lists of names and other personal data with schools to inform them of the children that have been allocated places at that school.

In accordance with the appeals procedure the LA is also required to share personal data including any original documents provided in relation to the admission process with an Independent Appeals Panel, if an appeal is lodged in relation to any schools you have been refused for.

When a pupil moves schools, data is securely passed from one school to another as outlined in the Education (Pupil Information) (England) Regulations 2005 and subsequent amendments. The LA also passes personal data, including contact details, to a pupil's new school at key transition points, e.g. at the end of the summer term prior to pupils moving from primary to secondary school.

The LA is also required to annually write to prospective parents in their locality with information about schools with typical admission ages within the LA or within reasonable travelling distance (Regulation 9A of the School Information (England) (Amendment) Regulations 2017).

Personal information directly relating to the school admissions process e.g. school preference, is kept for five years. However, the personal data which is collected about the child will be used to create the main pupil record in the LA which is kept until the child reaches the age of 25. There are some circumstances where data may be kept for longer, for example if the child has special needs or is a Looked After Child, as identified in the retention policy.

For further information relating to the use of pupil data by the LA, and the circumstances where we may be required to share data, please see [Education, Skills and Employment Privacy Notices](#) [www.sandwell.gov.uk – search “privacy notices”].

Who are we?

Sandwell Council is the Data Controller for the information held about you for this purpose.

Contact details:

Sandwell Metropolitan Borough Council,
Sandwell Council House,
Freeth Street
Oldbury B69 3DB

Phone: 0121 569 2200

The Data Protection Officer can be contacted at the above address and through email at dp_officer@sandwell.gov.uk or phone 0121 569 3232.

As a Public Authority, we do not have a representative in any other member states of the EU.

Your Rights

You are entitled to know what personal data Sandwell Council is processing about you. If you want to obtain the data, or if you want to exercise any of your other rights about the processing of the data, you can contact the Data Protection Officer – contact details above.

Where data is processed under a legal obligation you have the following rights:

- have your personal data corrected if it is inaccurate or incomplete.
- ask for your personal data used for this purpose to be erased. This right may be limited where it is still necessary for the compliance with the legal obligation.

You can also ask for the processing of your personal data to be restricted if:

- it is inaccurate.
- it is unlawful but you do not want it to be deleted.
- it is due to be deleted but you require it kept because of a legal claim.
- you have objected to the processing of the data and you are waiting for a decision about the objection.

Where data is provided with your consent, you have slightly different rights to those explained above. You have the right to:

- have your personal data corrected if it is inaccurate or incomplete.
- ask for your personal data used for this purpose to be erased (even if you have previously given consent for the data to be processed by Sandwell Council).
- ask for your personal data to be supplied in a commonly used format, where the processing is carried out by automated means, so it can be sent to another organisation.

You can ask the council to stop processing your data at any time by withdrawing your consent. You can do this as outline above for each service or by contacting the Data Protection Officer.

For more information about your rights you can contact the Information Commissioner's Office, which is the supervisory authority for the United Kingdom.

Contact details are:

Website: www.ico.org.uk

Email: casework@ico.org.uk

Phone: 0303 123 1113

Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5A