

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

*\*Please note: these schools process their own applications and will write to parents and carers directly with the outcome.*

## 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>
<b>1<sup>st</sup> preference</b>			
<b>2<sup>nd</sup> preference</b>			

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 – 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 or mortgage statement. 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



**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](mailto: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

To understand more about why we collect your information, what we do with your information, how you can access your information, your personal information rights, how and to whom to raise a complaint about your information, please visit our privacy notice page at <http://www.sandwell.gov.uk/privacynotices>