

**OFFICE USE ONLY**
 Level 1   
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Year group Pupil ID 

Wandsworth Council Education and Social Services Department

# Application for an in-year transfer between schools in the borough of Wandsworth

Please read the important note on the second page of this form.

You should only complete this form if you can tick **all** of these boxes:

- My child is enrolled at a Wandsworth school.
- I have decided that it would benefit my child to change schools and have discussed this with my child's Headteacher or Head of Year.
- My child is **not** in their final year of primary school (year 6) or secondary school (year 11). (It is too late for children of this age to transfer to another school. In exceptional circumstances, please seek advice from your child's school).
- My child **does not** have a statement of special educational needs or an Education, Health and Care Plan.

**Please complete all the questions in block capitals using black ink. Incomplete forms will not be accepted.**

## 1. Details of child

Family name  First name Date of birth  DD / MM / YYYY BOY  GIRL  (please tick)
 Address (**This must be the child's only permanent address.** Please see page 8 of 'Choose a Wandsworth Primary School' and page 11 of 'Choose a Wandsworth Secondary School'.)
   

Full postcode 

## 2. Details of parent(s) or carer(s) with whom the child lives at the above address

If you are **not** the child's mother or father, please provide evidence that you are their legal guardian.

### Parent/carer 1

Title (please circle) Mr Mrs Miss Ms

Family name First name Relationship to child Home telephone no. Daytime telephone no. Mobile telephone no. Email. 

### Parent/carer 2

Title (please circle) Mr Mrs Miss Ms

Family name First name Relationship to child Home telephone no. Daytime telephone no. Mobile telephone no. Email. 

## 3. Children in public care

 Is the child in the care of a local authority? Yes  No  (please tick)

 Was the child previously in care and now adopted, or subject to a residence order, child arrangement order, or a special guardianship order? Yes  No  (please tick)

 If Yes, please state which local authority 

If Yes, you must provide documentary evidence with your application (e.g. a letter from the local authority social services department, or court order)



**Please turn the page and read the important note carefully before completing the rest of the form.**

# IMPORTANT NOTE - Applying for a transfer to another school

## Here are some questions to help you to decide whether or not to apply

- Moving your child to a different school is a big step. Unless you have changed address and the journey is too far, will a change of school **really** benefit your child?
- Problems at school can often be sorted out without the need to move schools. Will a change of school solve the problem, or could it make things more difficult? If your child wants to change schools, why is this? Talk to the Headteacher to find out how the present school can help before applying for another school.
- How will your child cope in a new class where everyone else already knows each other?
- Will your child be able to get to the school on-time every day?
- How much will a new uniform cost?
- If your child is receiving additional support in school, will the level of support be available in another school?
- If your child has chosen and started their examination course options, will they be able to study the same subject or course in another school?

## 4. Current school

Please give the name and address of the school your child attends.

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*Please ask the Headteacher of your child's current school to complete section 5 below*

## 5. Headteacher's signature

The Headteacher (or their representative) of your child's current school **must** complete this section of the form.

***If this section is not completed, the application will not be considered valid.***

Has the applicant discussed this application with you?    Yes     No     *(please tick)*

Please provide any comments on the request for transfer

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Signed

Date

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Designation

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## 6. Reason for requesting a change of school

Please say why you think it will benefit your child to transfer from their current school to the school(s) you are applying for. You may be asked to provide further information by the Local Authority or the school.

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Please tick this box if you are enclosing professional evidence

## 7. School(s) applied for

You may apply for up to three schools in the borough of **Wandsworth**. If you are applying for a church or faith school, please check whether the school requires you to complete their own form as well.

1st preference \_\_\_\_\_

2nd preference \_\_\_\_\_

3rd preference \_\_\_\_\_

## 8. Details of brothers or sisters

If your child already has an older brother or sister attending any of the schools you have listed at question 5, please give details below.

Family name \_\_\_\_\_

First name \_\_\_\_\_

Date of birth     /     /                      BOY     GIRL     (please tick)

School \_\_\_\_\_

Family name \_\_\_\_\_

First name \_\_\_\_\_

Date of birth     /     /                      BOY     GIRL     (please tick)

School \_\_\_\_\_

## The law on school attendance

- Your child must continue to attend their present school until they start at another school.
- You may not withdraw your child from attending a school unless you have made other arrangements for them to receive full-time education. You must inform the school in writing **before** your child stops attending. The Local Authority will check that the arrangements you are making are satisfactory.
- If your child is not attending school regularly, you should contact your council's Education Welfare Service for advice. Wandsworth residents can call (020) 8871 8306.

***Please read the declaration before signing the form.***

## 9. Declaration and signature of parent/carer

- I certify that I am the person with parental responsibility for the child named on this form and that the information given is true to the best of my knowledge and belief.
- I wish to apply for a place at the school(s) named in question 5, which I have listed in order of preference.
- I understand that any false or deliberately misleading information given on this form and/or in supporting information may render this application invalid, or lead to the offer of a place being withdrawn.
- I understand that my child must continue to attend their present school until they start at another school.
- I confirm that the address provided on this form is my **child's only permanent residence** and that Wandsworth Council will take all reasonable steps to verify this and any other information I have provided on this form.

Parent/carer 1 signature \_\_\_\_\_

Date \_\_\_\_\_

Print name

Parent/carer 2 signature \_\_\_\_\_

Date \_\_\_\_\_

Print name

## THE COMPLETED FORM MUST BE RETURNED TO:

**Pupil Services,  
Children's Services Department,  
Wandsworth Council,  
Town Hall Extension,  
Wandsworth High Street,  
SW18 2PU.  
admissions@wandsworth.gov.uk  
(020) 8871 7316**

### How your application will be processed

- We will acknowledge receipt of your application and check the information you have provided.
- We will refer your application to the highest preference of the schools you have applied for which has a possible vacancy.
- Your child's present school may be asked by the school you have applied for to provide some background information.
- The school you have applied for may ask you to attend a meeting to discuss your application.
- You will be sent a letter saying whether or not a place can be offered.\*
- If a place can be offered, you will be asked to accept it. The new school will then arrange a date for your child to start. This may not be until the beginning of the next term or half-term and your child must attend their present school until then.
- If a place cannot be offered, we will refer your details to any other schools you have applied for which have a possible vacancy.
- If a place cannot be offered at any of the schools, we will write to tell you. You may request that your child's name is placed on a list of unsuccessful applicants with a continuing interest in a place. However, there is no guarantee that a place will become available and your child will need to remain at their present school.

**Please note that the application process can take some time and that applications for a transfer are not given priority over applications for children who are not enrolled in a school.**

\* The decision whether or not to offer a place is made by the Admission Authority for the school. Wandsworth Council is the Admission Authority for Community schools and the School Governors are the Admission Authority for Academies (including Free schools), Foundation and Voluntary Aided schools.

*Data Protection Act 1998. Warning: The Authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within its Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.*