



Woodlands Park Primary School

In-Year Transfer Application Form

This application is for children wishing to apply for an in-year transfer to **Woodlands Park Primary School**.

Please ensure you read the information provided in **Appendix A: Guide to In-Year Admissions**, at the bottom of this form before completing this application.

This application should be returned directly to Woodlands Park either by email to office@woodlandsparkschool.org or post, Woodlands Park Primary School, Heywood Avenue, Woodlands Park, Maidenhead, Berkshire SL6 3JB.

Your child's details

Please fill in this form using black or blue ink and CAPITAL LETTERS

Surname:

First name:

Middle name:

If your child has been known by another name please enter it here:

Date of birth:

Day	Month	Year
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Gender:

Female	Male
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Most recent school:

Name:	Town:
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Current Address details

Your child's current address and postcode.
This must be your child's current, permanent address. Any place gained by using a fraudulent address will be withdrawn.

House name / number:	
Street:	
Town / Village:	
County:	Postcode:

Parent/Carer details

Mr/Mrs/Miss/Ms

Initial

Surname

Home Tel. No.

Mobile Tel. No

Email

Relationship to Child

Additional details

Please tick the appropriate box below for each question

Does your child have a statement of special educational needs? <i>(If yes, please contact the RBWM SEN Department on 01628 796779)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is your child in the care of the Local Authority? <i>(If yes, please attach documentary evidence)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has your child been absent for a total of more than 4 weeks in the last year?	Yes*	<input type="checkbox"/>	No	<input type="checkbox"/>
Has your child ever been given a fixed term exclusion from a school?	Yes*	<input type="checkbox"/>	No	<input type="checkbox"/>
Has your child ever been permanently excluded from a school?	Yes*	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you had contact with an Education Welfare Officer or Social Services?	Yes*	<input type="checkbox"/>	No	<input type="checkbox"/>

*** If you have ticked 'Yes' for any of the above, please provide details (i.e. dates and reasons for exclusions / absences and contact details of EWO's/Social Workers) here:**

Use and attach a separate sheet if required

Transfer Details

When are you looking to transfer your child? (ASAP or Date)

Are you transferring schools due to a change of address? *(If yes, please provide details of your new address and your approximate move in date)*

Yes

No

Are you requesting to transfer schools but not moving address? *(If yes, please state your reasons for transferring schools below)*

Yes

No

If you are a Service/Crown Servant family due to move into the area please tick here.
(Please provide evidence of posting)

Does your child have a sibling (brother or sister – this includes half, adopted, or foster sibling) attending the school currently? If you tick yes, please provide details below:

Yes

No

	Name	Date of Birth
Sibling/s		

Please use the box below to note down your reasons for requesting an in-year transfer along with the reasons why you are applying for this school. Use this space to list any previous addresses and the dates of any planned move.

Declaration

- I declare that I have read and understood **Appendix A: A Guide to In-Year Admissions**
- I declare that all the information I have given on this form is correct.
- I understand that if I deliberately give false information, I must expect that any offer of a school place will be withdrawn.

Data Protection Act 1998 – The personal information collected on this form will held by Eton Porny for the administration of school admissions. This information will only be used for the purposes of applying the relevant admissions policy. RBWM may also use this data in connection with the prevention or detection of other fraud or crime.

The School is entitled to request further information to verify the details given on this form are correct.

I enclose: a) **Proof of your address; i.e. recent utility bill, council tax statement, signed tenancy agreement (if I have never supplied proof previously to this school)**

Forms will be returned if evidence is not provided

b) **Evidence that I have completed the sale, or ceased rental, of my previous property (if I have moved address and my previous address was within commutable distance of this school)**

Your signature:

Your full name:

Date:

Day	Month	Year
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We advise that you keep a copy of the application form for your own reference.

If you require any assistance with completing this form please contact us directly on 01628 822350

APPENDIX A: A Guide to In-Year Transfer Applications

What is an in-year admission?

An in-year admission is where a child is seeking entry into an existing year group at a school.

This differs from a normal phase admission, which is when a pupil wishes to transfer into a school at the first point of entry, for example an application to join a Secondary school at the beginning of Year 7 or a First/Primary school at the beginning of Reception.

Parents will make an in-year transfer application in order to apply for their preferred schools.

The reasons why an in-year transfer may be required include:

- Applicants who have moved into the area and do not currently have a school place for their child.
- Applicants who have moved within the area and wish to transfer their children to a closer school.
- Applicants who have a desire to transfer their child from their current school to another preferred school. This could be because they are unhappy with their child's current school, they can no longer pay for private education, or have any other reason why an alternative school is preferable.

When should I apply for an in-year transfer?

Applications for an in-year transfer should be made no earlier than one term prior to hopeful entry. This is based on a modern 6-term school year. Although places are available as soon as your allocated school are able to organise admission, the latest date your child can start at an allocated school is at the start of the following academic term.

Most transfers received throughout the year are for children to transfer as soon as possible.

However, where a place is not required within the next term then you should delay making your application until one term prior to hopeful entry. This is most common when families are considering moving their child for the start of the next academic year. Applications for entry in September should be made around the half term break in May.

The Application Process

The application will ask you to provide some basic information, such as:

- Name
- Date of birth
- Address
- Contact details
- Previous school
- Reason for transfer
- Details of any specific educational difficulties; e.g. special educational needs, missed education, exclusions, support from any external agencies or services.

The application form should not seek any personal information about parents or family members; for example details of financial status, medical conditions, disabilities, or first languages.

Supporting Documentation

First Time Applicants: If you have not applied for a school place through the authority before then you must provide your child's short birth certificate.

New Address: If you are applying because you have moved address, either into or within the Borough, then you must provide proof of your new address. This could be a copy of an up-to-date Council Tax statement, TV license, gas or electricity bill, or a rental agreement. If your previous address was within commutable distance then you will also need to provide evidence that you no longer retain your old property. We would accept either a copy of a signed termination of rental agreement or proof of sale.

Moving From Overseas: If you are moving from overseas then you must provide evidence that you are entitled to remain in the UK. We would accept a copy of yours and your child's Visa.

The Allocation Process

When processing an in-year application, the school will make a decision as to whether they are able to offer your child a place. If Woodlands Park Primary School has vacancies, then a place should be offered to any applicant. Once Woodlands Park Primary School has reached its admission number in the relevant year group then the school is full. If Woodlands Park Primary School is full, then they will not be able to offer your child a place at the school.

A school with vacancies may not refuse entry to a child solely because:

- They have applied later than other applicants;
- They followed a different curriculum at their previous school;
- Information has not been received from their previous school; or
- They have missed entrance tests for selective places.

A school with vacancies may only refuse entry to a child on the following grounds:

- A child has been permanently excluded from a school twice, the last of which must have been within the last 2 years
- A child exhibits challenging behaviour and the school has a particularly high proportion of children with challenging behaviour or previously excluded children (in this case an application must be referred to the Local Authority for consideration under the Fair Access Protocol). This is explained later in this guide.

Unless one of these grounds has been met, or Woodlands Park Primary School is full in the relevant year group, then your child should not be refused a place at the school.

What happens if my application for a place is successful?

If your application is successful, then you will receive an offer letter with 15 school days from Woodlands Park Primary School advising of how admissions will then proceed. You may also be asked to respond to accept the offer of a school place.

If you have applied to several schools it is possible that you may end up with multiple offers. It is your duty to respond to these offers, whether you wish to accept or decline, promptly. Not responding to an offer may restrict a school from offering a place to another pupil who requires the place. If you do not respond within the timeframe requested in your offer letter then the offer is likely to be withdrawn.

Admission will normally be deferred until the start of the next term to minimise disruption to both the child's education and that of other children.

Admissions mid-term will normally only be considered for:

- Applicants that are moving house and unable to continue at their previous school
- Applicants unable to take the place up due to extenuating circumstances such as ill health
- Applicants considered under the Fair Access Protocol

What happens if my application for a place is unsuccessful?

If a place cannot be offered at Woodlands Park Primary School then they will write to you to inform you of this with 15 days. The letter must provide an explanation as to why they have been unable to offer you a place.

Appealing against the decision

You have the right to appeal to an independent appeals panel against the decision not to offer your child a place at a particular school. The letter you receive will inform you of your right of appeal and who you should contact to set up an appeal. You may only appeal once every academic year for each school you have not successfully gained a place at. Repeat appeals will only be considered in the same academic year if there is a significant change in circumstances. A new application would have to be made.

Waiting Lists

If your child has not gained a place at Woodlands Park Primary School, then you have the right to be placed on the relevant waiting list.

Your place on a waiting list will be determined by applying the over-subscription criteria for Woodlands Park Primary School as published in the RBWM admission arrangements which can be found here: www.rbwm.gov.uk

Should a place become available at Woodlands Park Primary School, and your child is top of relevant the waiting list, then you will be contacted and offered the place. You must then decide whether you wish to accept the place or not as you may feel your child has settled into their current school and no longer wish to transfer.

No School Place

If you are without a school place and have not been successfully allocated a place at any of the schools to which you have applied then you should contact the RBWM Admissions Team who will review your details and advise you further. If your child is of compulsory school age then you will have to consider either applying for a mainstream school which has vacancies, home educating your child or enrolling in private education. If there are no mainstream schools with vacancies within an appropriate distance then your application will be referred under the Fair Access Protocol. A full explanation of this is provided later in this guide.

Home to School Transport

You may qualify for assistance with home to school transport under one of the following grounds.

1) Distance - if your child is under eight years of age and has to travel more than two miles to attend their nearest qualifying school; or your child is over eight years of age and has to travel more than three miles to attend their nearest qualifying school.

2) Low income - if you are on a low income you would qualify for free home to school transport if your child is aged between 8 and 11 and you are living more than 2 miles away from your nearest qualifying school; or if your child is over 11 and attending one of your nearest 3 schools between 2 and 6 miles or their nearest denominational school between 2 and 15 miles.

Low income families are defined as those:

- Whose child is entitled to free school meals; or
- Whose family is in receipt of the maximum level of Working Tax Credit.

3) Safety of route - if your child cannot reasonably be expected to walk to school, even when accompanied by an adult because of the nature of the route, when your child is attending their nearest qualifying school.

4) Medical condition - if your child's medical condition, disability or mobility difficulty makes it necessary for assistance to be provided, when your child is attending their nearest qualifying school.

5) Transport Appeal - if the authority's Transport Appeals Committee decides that assistance should be provided in recognition of individual extenuating circumstances.

Where the nearest qualifying school is full, transport will be provided only when attending the next nearest school with an available place and living over the statutory distances above. The next nearest school may be one outside of this local authority.

The Royal Borough's full Home to School Transport Policy is available to download from their website, along with the Transport Application Form.

Fair Access Protocol and Panel

The Royal Borough of Windsor and Maidenhead operates a Fair Access Protocol. This Protocol exists to ensure that applications for hard to place children, received outside the normal admissions round, are considered promptly and that places are allocated at suitable schools.

Hard to place children are described in the Fair Access Protocol as including, but not restricted to, the following:

- Vulnerable children who do not have a school place (including those children from the criminal justice system, from a Pupil Referral Unit returning to mainstream education, from Gypsy, Roma, Traveller, refugee, or asylum seeker families, those with unsupportive family backgrounds for whom a place has not been sought, those who have been out of education for 2 months or more, those who are homeless, those who are carers, and those with special educational needs, disabilities, or medical conditions but no statement).
- Children who move into the authority and, due to a lack of places in appropriate schools within a reasonable distance, have been unable to secure a school place.
- Children who exhibit challenging behaviour, such as fixed-term or permanent exclusions, who are applying to transfer to a school which already has a disproportionate number of children who exhibit challenging behaviour.
- Children who are seeking a transfer during the last term of the Year 10 academic year or during the Year 11 academic year.

Applications which are suitable for consideration under the Fair Access Protocol are sent to the Fair Access Panel. The Fair Access Panel meets monthly to discuss cases and to ensure, where appropriate, a suitable school place is allocated.

The process is designed to ensure that pupils are allocated to schools which are able to provide appropriate support for them. The aim is to make sure children are allocated to the most appropriate school, as quickly as possible, to give them the optimum opportunity to achieve.

The process is also designed to ensure that no school, including those with vacancies, is asked to take more than its fair share of children who have been excluded or who exhibit challenging behaviour. Allocating a child with challenging behaviour to a school which already has a disproportionate number of children with challenging behaviour can be detrimental not only to the child entering the school, who may not receive the necessary support, but also the children already being education in the school. The Fair Access Panel must balance this and ensure a fair allocation of these children to all schools.

Any applicant referred to the Fair Access Panel will be notified of this in writing and informed of the date when the Panel is due to meet to discuss your application.