

Child & Adult Services Department

Guidance notes for parents who want to transfer between schools or for parents who want to apply for a school place.



By law, children aged between 5 and 16 must receive an education. This means that your child must continue to go to their current school while we deal with your request for a transfer.

If your child has a statement of special educational needs or an education, health and care plan (EHC) and you want to ask for a school transfer, you must contact the SEND Team on 01429 523209 or 523124. They consider these requests separately from the process outlined below.

If you wish your child to transfer to a Hartlepool school you must:

- Fill in part A of the application form. You must list all the Hartlepool schools you want to apply for (up to 3 schools). The admissions criteria for voluntary-aided (faith) schools will be different from community schools, and you may need to supply a copy of your child's baptism certificate. We strongly recommend that you contact the relevant school for more information. Please note – if you wish to apply for a school outside the Borough of Hartlepool, you will need to contact that school direct to enquire about their application process.
- Once you have filled in part A, **and before the transfer request can be processed**, you must arrange an appointment with the headteacher or senior member of staff of your child's current school to discuss the transfer. **If you still want to go ahead with the transfer** after discussing it with the headteacher or senior member of staff of your child's present school, ask them to fill in and sign part B of the form and take a copy for the school records. The information we ask for in this section is important and could delay the transfer request if not provided.
- Send the filled-in application form (parts A and B) to us. You can do this in one of two ways:

In person – bring your form to the reception at Hartlepool Centre of Excellence for Teaching & Learning, Brierton Lane, Hartlepool, TS25 4BY marked for the attention of the School Admissions Team.

By post – School Admissions Team, Hartlepool Centre of Excellence for Teaching & Learning, Brierton Lane, Hartlepool, TS25 4BY. It is your responsibility to make sure you pay the correct postage charge, as we cannot accept any responsibility for underpaid packages. Proof of posting is not proof that we have received your form. **We accept no responsibility for documents lost in the post.** If you do not hear from us within 15 days of posting your form, it is likely that we did not receive it.

When we receive your form, we will process it within 10 working days.

If there are vacancies at the schools you have asked for, we will give your child a place at the highest ranked school which can offer your child a school place.

Please note that if your child leaves a school that is full, it is likely that your child's place will be reallocated from a waiting list, once they start at an alternative school.

If we cannot offer your child a place at your preferred school you will have the right to appeal against the decision and also request that your child is placed on the waiting list. You will need to write to us notifying us if your child's details have changed so that we can amend our waiting lists. You will stay on the waiting list for a school year at the end of the school year we will write to you to check if you want to remain on the waiting list.

IMPORTANT INFORMATION for voluntary-aided Church of England and/or Catholic schools

If you want to apply for a voluntary-aided Church of England school or a Voluntary-aided Catholic School, and are applying under the faith criteria, you must also fill in Section 5 of this form (Supplementary information section on the application form for Church Schools). This information is important as it will allow the schools to offer places in line with their admissions criteria. You should also provide a copy of your child's baptism certificate with your application to the School Admissions Team.

PROOF OF ADDRESS

The address you supply must be your permanent address at the time of application. Short-term tenancies or other arrangements entered into with the prime purpose of securing admission to a particular school will not be accepted. You may be asked to provide proof of your address.

GUARDIANSHIP

If a child is not living with their natural parents and you are looking after the child, we need to see written evidence that you are the legal guardian and have parental responsibility for that child. Evidence includes a will or a court order or statutory declaration.

Guardianship only applies if you can prove that you have full care of the child and their normal, permanent home is with you. Guardianship does not apply when picking up children to and from school, or looking after them until their parents collect them.

If you cannot prove guardianship, we will refer the application to Social Services.

School Admissions Team

Hartlepool Centre for Excellence in Teaching & Learning, Brierton Lane, Hartlepool, TS25 4BY

Phone: 01429 284368

Email: admissionsteam@hartlepool.gov.uk

Website: www.hartlepool.gov.uk/schooladmissions

Child & Adult Services Department

In-Year Admission Application Form (MAF)



You should only fill in this form if you have parental responsibility for the child you are applying for a place for.

- Please use black ink and BLOCK CAPITALS and tick any boxes that apply.
- Please carefully read the attached guidance notes before filling in this form.
- You must fill in section A. Section B should be completed by the current/previous school in the UK.
- Please return your completed application form to:
School Admissions Team, Hartlepool Centre for Excellence in Teaching & Learning, Brierton Lane, Hartlepool, TS25 4BY

Section A – (To be filled in by you)

1. Reason for your application

Reason for your application (please tick as appropriate)

<input type="checkbox"/> A	Moving to another area within Hartlepool	<input type="checkbox"/>
<input type="checkbox"/> B	Moving to Hartlepool from within UK	<input type="checkbox"/>
<input type="checkbox"/> C	Moving to Hartlepool from abroad	<input type="checkbox"/>
<input type="checkbox"/> D	Wanting to transfer schools but not moving	<input type="checkbox"/>

2. Your child's details

Child's full name

Child's current address and postcode

We check addresses and you must expect that we will withdraw our offer of a school place if you give a false address

Child's Date of Birth

Gender
(Please tick as appropriate)

 Male Female

Name and address of present/
previous school:

Is your child still attending this school?

Yes No

Does your child have a Statement of Special Educational Need or an Education, Health and Care (EHC) Plan? (If yes please provide a copy)

Yes No

Is this child (or has this child been) a looked after child/child in public care of the local authority?

Currently Previously No

If "currently", please indicate which Local Authority the child is in the care of?

Please also provide a letter from the Social Worker confirming the legal status of the child and the reasons for the school preferences. Any change of legal status and/or placement arrangements must be notified to Hartlepool Admissions.

If "previously", please provide reasons why the child ceased to be a looked after child?

*Please tick as appropriate and attach a copy of any Special Guardianship, Adoption or Child Arrangements Order(s).

Special Guardianship Order*
<input type="checkbox"/>

Adoption Order*
<input type="checkbox"/>

Child Arrangements Order*
<input type="checkbox"/>

Other eg returned to live with parents, live with another family member (please specify)
<input type="text"/>

Is this child privately fostered? A privately fostered child is a child under 16 (or under 18 if the child has a disability) cared for and living full time with someone other than: a parent; a person who is not the parent but who has parental responsibility; or a close relative for a period intended to last more than 28 days. (A close relative is a grandparent, brother, sister, uncle or aunt.)

Yes No

3. Moving House

New address details:

We check addresses and you must expect that we will withdraw our offer of a school place if you give a false address

Date of Move:

4. School Preferences

Please indicate up to THREE Hartlepool schools which you would wish to apply in the order that you prefer them. Your application details will then be forwarded to the school(s) relevant Admission Authority:

Priority	School	Additional Information/Reasons for Transfer (Please give as much information as possible in support of your application. Please include any details of support your child receives due to special education needs.)
1		
2		
3		

If you have listed a Voluntary Aided (RC or CE) Church School in one of the spaces above, you must also complete Section 5 of this form.

5. Supplementary Information for Church Schools

Please complete this section if you are applying for a place at a voluntary aided church school (RC or CE):

Religion

(e.g. Roman Catholic, Church of England, Other – please state)

Date of Baptism

(please attach certificate)

Parish of Baptism

6. Sibling Information (Brothers and Sisters)

Does your child have a sibling(s) living at the same address?

Yes

No

Name of Sibling	Date of birth	Name of school currently attending

Section 7 – Parent/Carer information

Name of parent/person with parental responsibility

Your current address and postcode

(If different from your child's address)

Telephone Numbers

Home No.

Daytime No.

Mobile No.

Relationship to Child:
(Please tick as appropriate)

Mother

Father

Other (please specify):

Section 8 – If you have moved into the United Kingdom

When did your child arrive in the UK?	
Does your child speak English?	
Which Country was your child born in?	
First Language of your child	

Please attach photocopies of the following documents with your completed application form:

a) Your passport and your child's passport

b) If you are an asylum seeker or a refugee, the Home Office document confirming your status

SECTION 9 – Declaration and signature of parent/carers

- I have read and understood your admissions criteria and want to apply for a place at each of the schools named in section 4, and have listed the schools in my order of preference.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn.

Signature of Parent/Carer

Date

We may pass the information you give on this form to schools inside or outside of Hartlepool or to other local education authorities as part of the admissions procedure. We will pass the information to the school the child is offered a place at, where it will form part of the pupil database that the school keeps. We will deal with any personal information you provide in line with the Data Protection Act 1998.

Admissions stamp only

Date received

Section B

Please note – in order to avoid delays this section should be completed and signed by the nominated person in each school (as listed below), before the application is submitted to the Admissions Team.

- Primary Schools – The Headteacher
 Dyke House Sports & Technology College - Mr A Murphy
 The English Martyrs School & Sixth Form College – Mrs P Clark
 High Tunstall College of Science - Mr D Pickford
 Manor Community Academy - Mr A Armstrong
 St Hild’s Church of England VA Secondary School – Mr G Carswell

Date transfer request form was received

From:	To:

Dates of attendance at this school

Attendance

Please tick one of the following: Good <input type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/> Attendance % <input type="checkbox"/>				
If attendance was lower than 85%, please give the reason why.				
Period covered:	<input type="text"/>	Was an attendance officer involved?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Special Needs

SEN Support <input type="checkbox"/>	EHC Plan/Statement <input type="checkbox"/>
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Attainment (National Curriculum levels) (KS1, KS2 and KS3)

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Attainment (National Curriculum levels) KS4

Has this child been studying for GCSEs or other KS4 examinations?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Subject	Examination Board	Course Code	Date course began	Where was the course studied

Without this evidence, it will be difficult for a mainstream school to offer a place late in Year 10 or in Year 11.

Section B (continued)
Common assessment framework (CAF)

Has a CAF been carried out or is one being considered?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please attach a copy of the CAF. If you do not have a copy, please give the reason why.				

Other agencies involved (please tick) - *Please attach reports or provide details on an extra sheet*

Educational Psychologist Service	<input type="checkbox"/>	Youth Offending Service	<input type="checkbox"/>
Pupil Referral Unit	<input type="checkbox"/>	Youth Service	<input type="checkbox"/>
Alternative Provision (Off-Site)	<input type="checkbox"/>	Social Worker	<input type="checkbox"/>
TAS Involvement	<input type="checkbox"/>	Child and Adolescent Mental Health Service	<input type="checkbox"/>
Local Authority Attendance Officer	<input type="checkbox"/>	Other (Please State)	

Please tick any of the following statements that apply to this application

<input type="checkbox"/> Child has been out of education for longer than one school term (based on a 3 term year)	<input type="checkbox"/> Application is for admission to Year 11 of a mainstream school				
<input type="checkbox"/> Child who has English as an additional language	<input type="checkbox"/> Child who is a carer				
<input type="checkbox"/> Traveller child	<input type="checkbox"/> Child has been involved with CAMHS				
<input type="checkbox"/> Child of refugees or asylum seekers					
<input type="checkbox"/> Child from whom a managed move from one school to another is considered appropriate. - Please discuss with appropriate school and supply start and review dates. Please also attach behaviour logs, attendance information and achievement information.	<table style="border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px; font-size: small;">Start Date</td> <td style="border: 1px solid black; padding: 2px; font-size: small;">Review Date</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>	Start Date	Review Date		
Start Date	Review Date				

Other information which may be relevant to this application
 (behavioural issues, if applicable, previous schools attended in the last two years)

Name		School Stamp
Position Held		
Signed		
Date		