



Guidance notes for parents who want to apply for an in-year school transfer

BY LAW, CHILDREN AGED BETWEEN 5 AND 16 MUST RECEIVE AN EDUCATION.

This means that your child must continue to attend their current school while we process your application.

If your child has an Education, Health & Care (EHC) Plan and you wish to apply for a transfer, please contact the SEND Team on 01429 523553, as your child's plan will need to be reviewed accordingly.

You can list up to 3 schools on your application. You may need to supply a copy of your child's baptism certificate if you are applying for a faith school. Please refer to the school's admissions policy for guidance/more information. If you wish to apply for a school outside of Hartlepool, you will need to contact the school direct.

Before applying please ensure that you discuss your intention to transfer your child with your child's current school. If you still want to go ahead with the transfer following this discussion, please complete and return the attached form.

WE ARE UNABLE TO HOLD SCHOOL PLACES.

Transfers usually take around 2-3 school weeks to arrange, therefore applications are processed with a view to the child starting immediately.

If you wish to obtain Ofsted reports regarding a particular school please refer to the following website: www.gov.uk/government/organisations/ofsted

We recommend that you visit all school's you are interested in before submitting your application. Visits can be arranged by contacting the school direct.

Completed forms can be returned as follows:

E-MAIL: admissionsteam@hartlepool.gov.uk

IN PERSON OR POST:

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

It is your responsibility to ensure correct postage is paid. Proof of posting is not proof that we have received your form. We accept no responsibility for documents lost in the post, or underpaid postage.

We aim to process requests within 10 school days, however this can be longer during busy periods.

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

Please note if your child leaves a Hartlepool school which 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 a place is not available at your preferred school you have the right to appeal against the decision and request to go on the waiting list. If your address or circumstances change, please inform us so we can amend the details held on the waiting list. You will stay on the waiting list for a school year. At the end of the school year we will write to you to ask if you wish to remain on the waiting list for the following academic year.

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 the supplementary information 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.

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

The form must be completed by person(s) with parental responsibility for the child. If a child is not living with their birth parents and you are looking after the child, we need to see evidence that you are the legal guardian and have parental responsibility. 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 are unable to process the application.

Our contact details

School Admissions Team

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

Phone: 01429 284368

Email: admissionsteam@hartlepool.gov.uk

Website: www.hartlepool.gov.uk/schooladmissions

Data Protection

We will treat any personal information by which you can be identified in accordance with the General Data Protection Regulations. If you have an enquiry or concern regarding the processing of personal data by Hartlepool Borough Council, please contact:

**The Data Protection Officer
Hartlepool Borough Council
Civic Centre
Victoria Road
Hartlepool
TS24 8AY**

You can ask us for information we may hold about you by writing to the above address. We will inform you within 1 calendar month if we store any personal information about you.

You may also write to the above address to request a copy of your information and we will provide you with a legible copy of the personal data which we keep about you and to which you are entitled. This will be sent to you within 1 calendar month of your request - we will require proof of your identity and information to locate your personal data. There may be a charge for photocopying.

Terms & Conditions

Please read the notes on each section of this application form very carefully, particularly in relation to the address supplied for your child. Further guidance and information can be viewed / downloaded from the Hartlepool Borough Council website.

If you have any queries please contact the School Admissions Team on 01429 284368 or e-mail admissionsteam@hartlepool.gov.uk.

IMPORTANT - Please note, any false or deliberately misleading information given on your application and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn. The Admissions Team regularly check information provided in relation to applications for school places, and we may contact you for further clarification.

Please note that in support of your application the Children and Joint Commissioning Department or Governing Body may need to contact your child's school or other professionals within Hartlepool Borough Council.

To be completed by person(s) with parental responsibility for the child

School Preferences

Please indicate up to **THREE** schools which you wish to apply for, in the order you prefer. Your application will be forwarded to the school(s) relevant Admission Authority.

Priority	School Requested

Please find below a list of Primary and Secondary Schools in Hartlepool:

Primary Schools:

- | | |
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| <ul style="list-style-type: none"> ▪ Barnard Grove Primary School ▪ Brougham Primary School ▪ Clavinging Primary School ▪ Eldon Grove Academy ▪ Eskdale Academy ▪ Fens Primary School ▪ Golden Flatts Primary School ▪ Grange Primary School ▪ Greatham C of E Primary School ▪ Hart Primary School ▪ Holy Trinity C of E Primary School ▪ Jesmond Gardens Primary School ▪ Kingsley Primary School ▪ Lynnfield Primary School ▪ Rift House Primary School | <ul style="list-style-type: none"> ▪ Rossmere Primary School ▪ Sacred Heart RC Primary School ▪ St Aidan's C of E (Aided) Memorial Primary School ▪ St Bega's RC Primary School ▪ St Cuthbert's RC Primary School ▪ St Helen's Primary School ▪ St John Vianney RC Primary School ▪ St Joseph's RC Primary School ▪ St Peter's Elwick C of E VA Primary School ▪ St Teresa's RC Primary School ▪ Stranton Primary School ▪ Throston Primary School ▪ Ward Jackson C of E VA Primary School ▪ West Park Primary School ▪ West View Primary School |
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Secondary Schools:

- Dyke House Sports & Technology College
- The English Martyrs School & Sixth Form College
- High Tunstall College of Science
- Manor Community Academy
- St Hild's Church of England VA School

ADMISSIONS STAMP ONLY

<p>Date received</p>

Reasons for application: *(Please tick appropriate)*

Moving to another area within Hartlepool		Moving to Hartlepool from within UK	
Moving to Hartlepool from within UK		Wish to change school but not moving	

Child's full name:	
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Child's current address: <i>We check addresses and you must expect that we will withdraw our offer of a school if a false address is provided</i>	
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Child's Date of Birth:		Gender: <i>Tick appropriate</i>	Male	Female
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Name and address of child's current/previous school:	
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Is your child still attending this school?	Yes	No
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Has your child been permanently excluded on more than two occasions?	Yes	No
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Does your child have an Education, Health & Care (EHC) Plan?	Yes	No
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Is this child (or has this child been) a looked after child in the public care of the local authority?	Currently	Previously	No
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If 'currently' please indicate which Authority the child is in the care of?	
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Any changes of legal status/placement must be notified to Hartlepool Admissions. Where parental responsibility falls under the Authority, Social Services (Head of Service) should complete and sign this form.

If 'previously' please provide reasons why the child ceased to be a looked after child? <i>(tick appropriate)</i>	Special Guardianship Order	Adoption Order	Child Arrangements Order	Other e.g. returned to live with parents/ family member (please specify)

Are you moving house? *(tick appropriate)*

Yes	No
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New address: <i>We check addresses and you must expect that we will withdraw our offer of a school if a false address is provided</i>	
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Date of move:	
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Reasons for Transfer/Additional Information:

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Supplementary Information for Church Schools:

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

Child's religion: <i>(e.g. Roman Catholic, Church of England, Other – please state)</i>	
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Date of Baptism: <i>(please attach certificate)</i>	
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Parish of Baptism:	
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Siblings (Brothers / Sisters)

A separate application must be completed for each child

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

Yes	No
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Name of Sibling	Date of Birth	Name of school currently attending

Parent/Guardian information

Name of parent/person with parental responsibility:			
Your current address:			
Telephone Numbers:			
Relationship to child: <i>Tick appropriate</i>	Mother	Father	Other <i>(please specify):</i>

If you have moved into the United Kingdom:

When did your child arrive in the UK?	
Which Country was your child born in?	

If you have moved into the United Kingdom, you must supply one of the following:

- a) Your passport and your child's passport
- b) VISA or Home Office documents confirming your status

Please note the following children are not entitled, by immigration law, to enter the country to attend a state-funded school:

- Children from non-EEA countries who are here as short-term visitors - these are children who live abroad but have been admitted to the UK for a short visit (for example as tourists or to visit relatives)
- Children from non-EEA countries who have entered the country on a Tier 4 visa - these children are allowed to study in England on the basis that they attend an independent, fee-paying school listed in the register of Tier 4 licensed sponsors

If you believe your child belongs to either of the above categories, please contact the Home Office website for guidance: www.gov.uk

BY SIGNING THIS FORM, YOU HAVE CONFIRMED RESPONSIBILITY IN CHECKING THIS.

Declaration / signature

- I have read and understood this form and wish to apply for a place at each of the schools named and I have listed the schools in my ideal 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/Guardian

Date