



## Children's & Joint Commissioning Services

# 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 an in-year admission, 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 for an in-year transfer with your child's current school.

### **WE ARE UNABLE TO HOLD SCHOOL PLACES.**

In-Year school 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](http://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.

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#### **Completed forms should be returned to:**

**E-MAIL:** [admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk)

#### **IN PERSON OR POST:**

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

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*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

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If you wish 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 fill in the supplementary information for Church Schools. This information is important, as it will allow schools to offer places in line with their admissions criteria, please also provide a copy of your child's baptism certificate with your application.

### Proof of Address

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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

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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 taking children to / 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

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#### School Admissions Team

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

**Phone:** 01429 284368 / **Email:** [admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk)

**Website:** [www.hartlepool.gov.uk/schooladmissions](http://www.hartlepool.gov.uk/schooladmissions)

### Terms & Conditions

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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](mailto: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
1	
2	
3	

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

**Primary Schools:**

- |                                      |   |
|--------------------------------------|---|
| ▪ Barnard Grove Primary School       | ▪ Rossmere Academy                          |
| ▪ Brougham Primary School            | ▪ Sacred Heart Catholic Primary School      |
| ▪ Clavering Primary School           | ▪ St Aidan's C of E Memorial Primary School |
| ▪ Eldon Grove Academy                | ▪ St Bega's Catholic Primary School         |
| ▪ Eskdale Academy                    | ▪ St Cuthbert's Catholic Primary School     |
| ▪ Fens Primary School                | ▪ St Helen's Primary School                 |
| ▪ Golden Flatts Primary School       | ▪ St John Vianney Catholic Primary School   |
| ▪ Grange Primary School              | ▪ St Joseph's Catholic Primary School       |
| ▪ Greatham Primary School            | ▪ St Peter's Elwick C of E Primary School   |
| ▪ Hart Primary School                | ▪ St Teresa's Catholic Primary School       |
| ▪ Holy Trinity C of E Primary School | ▪ Stranton Primary School                   |
| ▪ Jesmond Gardens Primary School     | ▪ Throston Primary School                   |
| ▪ Kingsley Primary School            | ▪ Ward Jackson C of E VA Primary School     |
| ▪ Lynnfield Primary School           | ▪ West Park Primary School                  |
| ▪ Rift House Primary School          | ▪ West View Primary School                  |

**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 School

**ADMISSIONS STAMP ONLY**

<p><b>Date received</b></p>
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**Reason for application:** (Please tick appropriate)

<b>Moving to another area within Hartlepool</b>	<b>Moving to Hartlepool from within UK</b>	
<b>Moving to Hartlepool from outside UK</b>	<b>Wish to change school but not moving</b>	

<b>Child's full name:</b>	
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<b>Child's current address:</b>  <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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<b>Child's Date of Birth:</b>		<b>Gender:</b> <i>Tick appropriate</i>	<b>Male</b>	<b>Female</b>
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<b>Which year group are you applying for?</b>	
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<b>Name and address of child's current/previous school:</b>	
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<b>Is your child still attending this school?</b>	Yes	No
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<b>Has your child tried a managed move at an alternative school which has failed?</b>	Yes	No
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<b>Has your child been permanently excluded on more than two occasions?</b>	Yes	No
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<b>Does your child have an Education, Health &amp; Care (EHC) Plan?</b>	Yes	No
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<b>Is this child (or has this child been) a looked after child in the public care of the local authority?</b>	Currently	Previously	No
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<b>If 'currently' please indicate which Authority the child is in the care of?</b>	
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*Any changes of legal status/placement must be notified to Admissions. Where parental responsibility falls under the Authority, Social Services (Head of Service) should complete and sign this form.*

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

Are you moving house? *(tick appropriate)*

Yes	No
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**New address:**

*We check addresses and you must expect that we will withdraw our offer of a school if a false address is provided*

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**Date of move:**

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**Reasons for In-Year Admission / 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):

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

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

<b>Please specify your preferred method of communication in relation to the decision of the application</b>	Post	Email

If you have moved into the United Kingdom please supply a copy of your passport and your child's passport with this application.

Please note overseas nationals entering the UK, who wish to apply for a state-funded school place, need to check that they have a **right of abode**, or that the conditions of their immigration status otherwise permit them to access a state-funded school.

Please refer to the website <https://www.gov.uk/right-of-abode> for further guidance, as it is parent's responsibility to check this when applying for a school place.

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

**This section is to be completed by the child's current Headteacher before returning the completed form to the Admissions Team:**

- I can confirm that the parent/guardian of this child has contacted me to discuss their intentions to move schools.

**Name of Headteacher**

**Signature of Headteacher**

**Date**

Once you have been offered a place, your child's current school will share information about your child with their new school. This is to ensure that any necessary support is in place before your child's start date. This may include sensitive information. For more details about the type of information schools may share please read the privacy notice of both the current and new school, which will be available on their website. If you have any concerns about how information will be shared please contact your child's current school.

### Parent/Guardian 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.
- I confirm all those with parental responsibility for this child are aware of the in-year school transfer request.

**Signature of Parent/Guardian**

**Date**