
Important: You **MUST read the information below **before** completing the attached application form.**

How we will process your Primary application

Community/Controlled Schools

A Community/Controlled School is one where the Local Authority (LA) has responsibility for admissions into the school. A list of all Sandwell schools can be found on our website at www.schooladmissions.sandwell.gov.uk. We receive applications from parents on a daily basis and we receive information about pupil numbers on a weekly basis. To ensure that we consider applications for places fairly we will collect any applications received during a particular week and consider them against the pupil numbers which we receive at the end of that week. We will try to deal with an application for this type of school within **10-15** working days.

Sandwell Self Governing Schools (see list at page 2)

A self Governing school is one where the Governing Body is responsible for admissions into the school. A list of Sandwell self governing schools is included overleaf. If you have applied for a school on the list then we will forward your application to the school so that it can be considered by the Governing Body. Once the school informs us of the governors' decision we will write to inform you of this. As it is not the LA that makes the decision an application for this type of school can take around **15** school days to process. As we must send your application to the school for a decision we will not be able to process your request during a school.

Extra-district schools

If you have applied for a place at a school that is not located in Sandwell (with the exception of schools located within the Birmingham, Walsall & Wolverhampton), we will need to send your application to the LA that maintains the school for them to make a decision. Once we receive a decision we will write to inform you of this. Again, this type of application can take around **15** working days to process. However, this can take longer if your preferred school is Self Governing as the maintaining LA will need to pass your application on to the school for the Governors to consider. As a result, this could add an extra **10** working days to the time it takes to process your application. If any of your preferred schools are located within the Birmingham, Walsall and/or Wolverhampton area's then, unfortunately we will not be able to process these and you will need to apply directly to your preferred school.

Fair Access

All LA's are required to have a "Fair Access" Protocol in place. This ensures that vulnerable, excluded or "Hard to Place" pupils are placed fairly and equitably across the schools in the LA. If your child meets the Fair Access criteria then your application might need to be considered by one of Our Fair Access Panels and so could take longer to process than normal.

List of self governing schools

School

Albert Pritchard Infant
All Saints C.E.Primary
Brickhouse Primary
Christ Church C.E. Primary
Corngreaves Primary
George Betts Primary
Harvills Hawthorn Primary Sch.
Holy Name R.C. Primary
Holyhead Primary
Jubilee Park Primary
Mesty Croft Primary School
Moat Farm Junior Trust
Moorlands Primary School
Ocker Hill Junior
Old Hill Primary
Old Park Primary
Park Hill Primary
Rowley Hall Primary
Shireland Hall Primary
Springfield Primary
St Francis Xavier
St Gregory's R.C. Primary
St Huberts Catholic Primary
St John Bosco R.C. Primary
St John's CE Primary
St Margaret's C.E.
St Matthews C.E. Primary
St Philip's Catholic Primary
St. Mary's Catholic Primary
Tameside Primary School
Temple Meadow Primary
The Priory Primary School
Timbertree Primary
Victoria Infant
Victoria Park Primary School
Wood Green Junior School

For Office Use Only:

On EMS	Application Number	SEN	Student ID	Application Date	Status	HTP



Request for a Primary School Place Mid-Year Transfer

**This application must not be used to request
Birmingham, Walsall or Wolverhampton schools**

Before submitting this form you **MUST** ensure you read the attached information. Once you have completed pages 3 to 5, hand the form to your child's current school. If your child is not attending a school please return the application form to:
Admissions and Appeals, Sandwell Council House, PO Box 16230, Freeth Street, Oldbury. B69 9EX. **Parent support line: 0121 569 6765**

Please Note: If you leave any sections blank or provide misleading information this will delay the processing of your application.

Part 1 - To be completed by Parent/Carer

Please state (in order of preference) your preferred school(s).

1.
2.
3.

Child's First Name	Surname	Date of Birth	Year Group	Male/Female

Are any other names used by your child? If so please give details:

Name of adult with parental responsibility:

Relationship to child:

Your Home Address:

Post Code:

Does your child live with you at this address?

Yes

No

If "No" please provide the address where your child lives:

Name of person child lives with:

Relationship to child:

Your Telephone Contact Number:

Home:

Work:

Mobile:

Is your application because of a change of address?

Yes

No

Please provide your previous address

Is your child an asylum seeker/refugee?

Yes

No

If your child has arrived in Britain within the last 3 years please state month and year of entry.

Month

Year

Is your child in public care? (Looked after by the Local Authority)

Yes

No

Does your child have a brother or sister at any of your preferred schools?

Yes

No

If so, please give details:

Name(s):

School:

Date of Birth:

Does your child have a statement of Special Educational Needs (SEN)?

Yes

No

Do you consider that your child has a disability?

Yes

No

If yes, please state the nature of the disability.

Name of your child's current/last school (including name of Local Authority if not Sandwell):

Is your child still attending this school regularly?

Yes

No

If "No" please indicate last day attended:

Has your child had any exclusion from any school?
If Yes, please provide brief details of the exclusions:

Yes No

School:	Date Excluded:	Reason:
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Please state why you are requesting a school place (if not because of a house move):

Has your child's current school suggested you transfer your child?

Yes No

Please provide details of any contact you have had with your child's present/last school in order to resolve any difficulties:

If you have had contact with the school, please give the date of the last school meeting:

Did you attend:

Yes No

Please ✓ the box which most accurately reflects your reason for transfer

- | | | | |
|---|--------------------------|---------------------------|--------------------------|
| Asylum Seeker/Refugee | <input type="checkbox"/> | Issues with Other Parents | <input type="checkbox"/> |
| Bullying | <input type="checkbox"/> | Medical Reasons | <input type="checkbox"/> |
| Child Care Difficulties | <input type="checkbox"/> | New to UK | <input type="checkbox"/> |
| Curriculum Issues (including quality of teaching) | <input type="checkbox"/> | New to Sandwell | <input type="checkbox"/> |
| Denominational (Religious) Reasons | <input type="checkbox"/> | Permanent Exclusion | <input type="checkbox"/> |
| Distance from Home | <input type="checkbox"/> | Sibling at the School | <input type="checkbox"/> |
| Domestic Problem | <input type="checkbox"/> | Traveller | <input type="checkbox"/> |
| House Move within Sandwell | <input type="checkbox"/> | Work Commitments | <input type="checkbox"/> |

Information from this form will be used for the purposes of administering school admissions. All information is regarded as confidential and the personal data collected via this form may be processed or disclosed only within the limits of the current data protection notification.. For further information please contact Admissions and Appeals – 0121-569 6765.

Signature of Parent/Guardian:

Date:

***Now Take This Form to Your Child's Present School**

**If applicable*

They **MUST** complete pages 6,7 & 8.

Part 2 - To be completed by your child's present school

Note to School – It is essential that all sections of this application are completed and returned to the address on the front of this form or emailed to the address on page 6 within 3 working days.

School Name:

Can you confirm that the information about the applicant is correct Yes No

If no, please supply supporting evidence.

Unique Pupil Number Reference:

1. Please give any available information about the circumstances which have led to the parent's request.

2. Do you believe that a change of school would be in the best educational and social interests of the child?

Yes

No

3. Do you consider that this child is "Hard to Place" as set down in the Sandwell Fair Access Protocol?

Yes

No

(If yes, please complete Section 5)

4. Is the pupil on the Special Needs Code of Practice?

Yes

No

SEN Stage of Code of Practice

5. For pupils designated as "Hard to Place" please attach the following (if applicable):

Please tick if enclosed

- (a) Pupil incident log (including details of all fixed term exclusions in the last 12 months)
- (b) IEP
- (c) PSP
- (d) BSP
- (e) Home/School Agreement

- (f) Risk Assessment
- (g) Attendance print out (please include print out for last full academic year as well as current year).
- (h) Details of other strategies used

6. Intervention by other agencies.

Please give details of any intervention by the following agencies:

Agency	Details (please include contact details if applicable)	Additional Papers Attached <i>(please list)</i>
Inclusion Support EP BST SENAT L		
CAMHS		
Social Care		
YOT		
EWS		
LACE		
Other (Please give details)		

7. Academic achievement/SATs Results

Subject	Grade/SATs Level

Please attach student attendance record

Signature:	
Designation	
Date:	

The data entered onto this form can be used by the Council for the purpose of verifying electoral registration details.

**Thank you very much for your co-operation.
To enable the Local Authority to process this request
without delay please return by first class post.**

Email: midyear_admissions@sandwell.gov.uk