

For office use				
Date stamp	Surname			
	Pref.	Priority	Decision	Date
	1			
	2			
	3			

Admission application form for transfers

Date from which admission is required	Day	Month	Year
Child's surname / family name		Child's first name	
Child's legal surname / family name if different from above		Child's date of birth Day Month Year	Male / Female (please circle)
1. Name of person completing this form			
Title	First Name	Surname	
2. Relationship to child		3. UK Service Personnel	Yes / No
4. Current address			
Postcode		Home number	
Email address		Work number	
		Mobile number	
5. Future address if moving			
Postcode		Contact telephone number	
6. Expected date of move (if box 5 is completed)			
7. Preferred schools. If any of your preferred schools are outside Wiltshire, please provide the school's full postal address, including postcode:			
Preferred school 1		Reason for choice	
Preferred school 2		Reason for choice	
Preferred school 3		Reason for choice	

8. Which school does your child currently attend?

9. Is your child baptised or christened? (for applications on faith grounds only)
 Yes / No (please circle)
 If yes, then please circle denomination. RC / CE / Other (please state) _____

10. Is the child looked after by a Local Authority, e.g. fostered, in a residential home etc?
 Yes / No (please circle)

11. Does the child have any special medical needs that require that he/she must attend a particular school?
 Yes / No (please circle)
 You must provide details, including documentary proof from a specialist, that show that it would be detrimental to your child's health not to admit him / her to the preferred school(s). Please also include below details of your child's medical condition and contact information for either your child's GP or Specialist.

12. Details of any other children you may have attending any of your preferred schools

Name of school	Full name of child	Date of birth

13. If you are applying on faith grounds, you must contact your preferred school(s) as you are likely to be required to provide evidence of faith, for example a baptismal certificate or a reference from your minister.
 You may also be required to provide additional information by your preferred school(s) on a supplementary form. Please contact your preferred school(s) for advice.
 Failure to provide the additional information may result in your child not securing a place at your preferred school.

14. I agree to the sharing of the information given within this application so that it can be processed efficiently and confirm that I have read the attached notes and that the details I have given are correct:

Signature _____ Date _____

Please return to: School Admissions Team, County Hall, Bythesea Road, Trowbridge, Wiltshire BA14 8JN

For office use only			
School	NOR in school	NOR in year group	Composition and size of classes for each year group

Apply online at: www.wiltshire.gov.uk

If you have applied online, you do not need to complete a paper form.

If your child has a statement of special educational need, you do not need to complete this application form. Wiltshire Council's Central SEN Services are responsible for securing a school place for your child.

Completing the attached application form

This form must be completed if you live in Wiltshire and you wish your child to transfer to another school inside or outside Wiltshire. If you live outside Wiltshire and wish to apply for a Wiltshire school, please contact your local authority.

Both sides of the attached application must be completed fully and carefully. The information you provide will be used to determine your child's priority for a place at your preferred school(s). Failure to complete the form correctly, or to provide all of the relevant information, may result in your child being unsuccessful in securing a place at your preferred school(s).

The following information should help you to complete the application form, but should you have any additional queries, please contact Customer Services on 01225 713010.

1. Only one person's name (applicant) should be given in this section and this must be completed fully, partial names or initials are **not** acceptable.
2. Details of the applicant's relationship to the child should be given, eg. mother or father.
3. Please indicate if you are a family of service personnel or crown service and moving into area. (A posting notice will be required.)
4. The current address is the address where the **child** will normally be living at the time of application. Where these address details are not the same as the applicant's, details of residency arrangements should be attached to the application.

It is essential that this information is accurate as it may affect your child's priority for a school place. In cases where schools are oversubscribed (more applications are received than places are available) we may ask you to provide proof of this address. Failure to do so could result in any offer of a school place being withdrawn.

5. If you are planning to move house, you should provide your new address details, if possible. If you are unsure of the address, provide as much information as you can. In some cases a future postal address can be considered as though it was the permanent address at the time of application. Proof of the move date and the new address details will be required as soon as the move takes place. A posting notice from a member of the armed services may be required.
6. Insert a move date if known.
7. You may name up to three preferred schools including your catchment area school, on the application, but you need not name more than one. **The schools named may be inside or outside Wiltshire.** All schools produce a prospectus and the School Admissions Team produce a booklet with general information about each school which may help you in your selection. Details of your reason for preferring each school can be given in the appropriate box, however, you do not need to give any details if you do not wish to do so. Please provide full postal addresses for any of your preferred schools that are not in Wiltshire.
8. Please give details of the school where your child is currently on roll. This information is important as it will help the new school to assess your child's needs.
9. Many faith schools prioritise applications based upon the faith status of the child. Please complete this box if you are applying on faith grounds.

10. Please indicate whether a Local Authority is responsible for your child's care.
11. Consideration can only be given where the special medical needs are such that only specific school(s) can accommodate the child and, if the child were not able to attend the preferred school(s), they would be disadvantaged. Documentary proof must be supplied with the application, such as a letter from your child's GP or specialist.
12. Many schools will give a higher priority to a child who has a brother or sister already attending. Please provide the full name, date of birth and school details of any other children attending your **preferred school(s)**.
13. **You must read and follow up this information as this may be highly relevant to your child's application.**
14. The applicant must sign the form in order to confirm that the information provided is correct and that the application may be processed. If you fail to sign the application, we do not have the authority to pass your child's information to any of your preferred schools and we will be unable to process your child's application.

Returning the application form

Completed application forms must be returned to:

School Admissions Team, Wiltshire Council, County Hall, Trowbridge, Wiltshire, BA14 8JN.

Please do not return the form directly to the school.

Decisions

Notification of the outcome will be posted, where possible, within 20 school days. **Decisions will not be given over the telephone.** Any offer made may be withdrawn if your application is found to be fraudulent or deliberately misleading.

An offer will be made at one school based upon the admissions criteria of the school and as far as possible your preferences. Where it is not possible to offer a place at one of your preferred schools, and you live in Wiltshire, one will be allocated by Wiltshire Council. Other than in exceptional circumstances, as determined by the Director for Children and Education, the allocated place will be at the designated school for your child's home address or a suitable alternative school.

Further information and advice

For additional copies of this application form or for a copy of the 'Guide to Finding a School Place' please contact Customer Services on 01225 713010 or email customerservices@wiltshire.gov.uk Reference copies of the 'Guide' are also available in libraries and can be accessed through www.wiltshire.gov.uk

Independent Choice Advice is available from 'ASK' on 08457 585072

Any queries regarding transport entitlement should be directed to the Passenger Transport Unit on 01225 713004.

Apply online at: www.wiltshire.gov.uk

Data protection

The data collected on the attached application will only be used for the purpose of admission to a school as explained within these guidance notes. In order to process your application it may be necessary to share the information collected on this application with schools, within the Local Authority and with other Local Authorities. If you do not wish your details to be disclosed please indicate this within your application.

Wiltshire Council has a duty to protect personal information belonging to the public. The Council is fully notified under the Data Protection Act 1998 and is committed to its principles and best practice in information security BS7799. The Council tries to keep information held about you accurate and up to date. If, however, you find errors or inaccuracies in your data, we will erase, complete or amend that information, as appropriate, upon request.

School Transfers

As a parent you have the right to state a preference for ANY school.

Having said that, transferring schools (especially between two local schools) is not an easy decision to take and there are a number of factors which we would advise you to consider before you complete a transfer application form.

- Think about your child's personality and their needs. Have you talked to your child about any issues in their current school? Moving your child to a different local school to tackle bullying, friendship or learning issues may not be the best solution for your child. Too often a problem experienced in one school can resurface in another. This can undermine a child's self esteem and can be counter productive.
- If your child is already attending a local school, are you certain you want to move them? Have you discussed any issues with the current school? Working with the school your child attends to tackle issues can often be more fruitful than moving schools. Is your child's current headteacher able to recommend a move?
- Have you looked at the subjects taught at the school? Often different secondary schools teach different subject combinations or enter children into different exams (some, even though they are called the same, will use different exam boards). Matching curriculum subjects midway through a course is key to a successful transfer.
- Find out what matters to your child. You might not agree, but it's important to talk about where they would like to go. This may be more relevant when your child is older and you are choosing a secondary school. Where are their friends going? Starting a new school can be daunting, and having one or two close friends there can help.
- If you think a school may suit your child, go and see it for yourself. Most schools have open days or evenings, providing a good opportunity to see schools at their best, to tour the school, meet staff and have a look at children's work. You should contact the school if you wish to look around – don't just turn up uninvited.
- If your child is keen on sport or a specific subject (such as maths, languages, art or music) you may want to consider how the school can help to develop their interests. While all state schools follow the National Curriculum, some specialise in a particular subject.
- How will your child get to school? You need to think about safe routes, transport and the length of the journey (it's worth remembering that children can get tired on long journeys, and winter mornings can be dark and cold). Would you prefer a school which can offer access to after-school childcare? If you are not sending your child to their designated school then you will need to meet the cost of getting them to another school.
- If your child is very bright, shows particular patterns of behaviour or has special needs, it's important to find a school that will be able to give them the necessary support. You need to look at the facilities the school offers for its pupils. Will the school be able to admit your child without having a negative effect on the pupils already at the school?

Once you have decided on making a transfer, you need to complete the transfer application form and ensure it is returned to the School Admissions Team at County Hall, Trowbridge. We will then process your application as quickly as we can.

You should be advised that if you are transferring between two local schools we will arrange to make the move at the beginning of an academic term (in September, January or April) unless there are EXCEPTIONAL circumstances which make an immediate move more appropriate.

If you are refused any school place you have a legal right to make an appeal which will be heard by an independent panel.

Your local Choice Advice Service can offer free and independent advice on many aspects of the transfer process and can provide comprehensive information on local secondary schools to enable you to make the best and most realistic choice of school. Their contact number is 08457 585072.